



Postwick Village Hall

Ferry Lane, Postwick, Norwich, NR13 5HL

web site : www.postwick.co.uk e-mail: postwickfunctions@outlook.com

Hire Agreement for the Hire of Postwick Village Hall

This agreement is made between Postwick Village Hall Committee (THE COMMITTEE) and [NAME] (THE HIRER) for the hire of the Hall, and Kitchen. (THE PREMISES) for the purpose of an event (THE EVENT). The payment consists of a deposit, paid on booking, and the balance, paid 2 weeks before the event. Payment methods are detailed at the end of this agreement.

Standard Conditions of Hire

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met

THE HIRER will-

1. Be responsible for the behaviour of all persons attending **THE EVENT**
2. Be financially responsible for all damage to the buildings and contents (this includes the playing field and car park). Decorations are not to be pinned to woodwork or fixed to paintwork using tape or any other fixing likely to cause damage (white tac only). All damage is to be reported immediately.
3. Ensure no smoke machines, candles, vaping or any types of pyrotechnic are used.
4. Ensure that any persons hiring out children's play equipment, to be used on **THE PREMISES** or the surrounding playing fields, are fully insured for Third Party damage and Personal Injury as **THE COMMITTEE** and Postwick with Witton Parish Council shall not be liable for any damage or injury caused resulting from the operation of such equipment.
5. Not allow the premises to be used for any other purpose other than the description of **THE EVENT** above, nor can **THE PREMISES** be sub-let.
6. Be responsible for the insurance of any items brought onto **THE PREMISES**. For regular hirers **THE COMMITTEE** and Postwick with Witton Parish Council will not be responsible for any loss or damage to any equipment stored on **THE PREMISES**. Any equipment or items left behind following the completion or termination of the hire will be disposed of and any costs incurred for its disposal will be charged to **THE HIRER**.
7. **Safeguarding children, young people and vulnerable adults.** You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS)

8. **Comply with the Licensing Act 2003** It should be noted that the following, among other things, are offences under the Licensing Act 2003:
- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
 - allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
 - knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
 - allowing disorderly behaviour on the premises (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
 - the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
 - obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
 - knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine not exceeding level 1 on the standard scale, currently £200);
9. Not allow children less than 14 years of age into the Bar Area when the Bar is open and in operation.
10. Not allow the consumption of any alcoholic liquor on **THE PREMISES** unless purchased from the bar or has been agreed with **THE COMMITTEE** or the Hall Administrator.
11. Not allow non-alcoholic drinks to be consumed on the premises unless agreed with **THE COMMITTEE** or the Hall Administrator.
12. Not allow any controlled (illegal) drugs on the premises as defined in the Misuse of Drugs Act 1971
13. Observe the no smoking rules on **THE PREMISES**.
14. **Public Safety Compliance:** You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

You must also comply with our health and safety policy. You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

- (i) You acknowledge that you have received instruction in the following matters:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment. (Include diagram of location when handing over keys.) Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.

- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- (ii) In advance of any activity whether regulated entertainment or not you must check the following items:
- That all fire exits are unlocked and panic bolts are in good working order.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no fire-hazards on the premises.
 - That the emergency lighting supply illuminating all exit signs and routes is turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device)
15. Only allow registered disabled persons vehicles to be parked in the disabled bays at the main entrance otherwise these must be kept clear at all times.
16. Ensure that nothing carried out on the premises contravenes any law relating to gaming, betting and lotteries.
17. Comply with all Food Safety regulations. **THE COMMITTEE** accepts no responsibility for food served on the premises.
18. Deposit all re-cycle waste (plastic bottles, paper, cardboard, cans) and other non-food waste in the multi- bin outside, sited near the cycle rack in front of the Village Hall.
- 19. Ensure ALL unused food or food waste is taken away from THE PREMISES and NOT left in any of the bins provided or in any of the fridges, freezers or cupboards on THE PREMISES.**
- 20. Ensure ALL soiled nappies are taken away after THE EVENT and not left anywhere on THE PREMISES**
21. Leave the premises and contents in a clean and tidy condition and return all furniture used to its original storage place.
22. Be responsible to turn off all lights, close all doors, secure all windows and close curtains & blinds at the end of THE EVENT. On leaving THE PREMISES check all external doors are secure and lock THE PREMISES. The key to be returned as arranged with the Hall Administrator.

Financials, Cancellation Policy and Notice Periods

- The deposit amount paid is **non-refundable** unless government guidelines prohibit such events at the time of the event.
- The final balance must be received as cleared funds at least **two weeks** prior to **THE EVENT** date.
- If **THE EVENT** is cancelled by **THE HIRER** by giving at least 28 days notice before **THE EVENT** date, any hire cost paid less the deposit will be refunded.

- Regular Hirers can terminate the Hire Agreement by giving at least 28 days' notice.
- If **THE HIRER** uses or intends to use **THE PREMISES** for anything other than **THE EVENT** agreed and described **THE COMMITTEE** or Hall Administrator can terminate the Hire Agreement at any time. Any fees paid will not be returned.
- In the unlikely event that the booking has to be cancelled by **THE COMMITTEE** or Hall Administrator **THE HIRER** will be notified as soon as possible and all fees paid refunded. **THE COMMITTEE** shall not be liable for any consequential loss to **THE HIRER**.

In the event of any breaches of the above conditions of hire **THE COMMITTEE** reserve the right to terminate the booking at any time during the event, **THE HIRER** to vacate the premises and the full hire fee will be forfeited.

I confirm, as THE HIRER, by booking the Hall that I have read, understood and agree to the conditions of this Hire Agreement.

BACS: Account name - Postwick Village Hall; Sort Code 20-62-53: Account No. 40734284 with HIRERS NAME as the reference

Or Cheques made payable to Postwick Village Hall Social Club and sent to Postwick Social Club, c/o All Saints House, 2, Ferry Lane, Postwick, Norwich, NR13 5HL