

Preston Village Hall
School Lane, Preston, SG4 7UE
Terms and Conditions

Conditions of Hire

- All applications for hiring Preston Village Hall (the Premises) shall be made via the bookings calendar <https://hallbookingonline.com/preston> or by emailing the Bookings Secretary on prestonvillagehall@hotmail.com.
- Where a booking is accepted the Bookings Secretary will issue a confirmation by email. No application will be deemed to be accepted until this is issued.
- The full hire charge should be paid a minimum of 7 days before the function by bank transfer. A invoice for the hire of the hall will be emailed to you and will show the bank account details should you wish to pay via BACS.

Supervision

- The Hirer, who must be over 21 years old, will be considered to be the person in charge and must be on the premises at all times during the letting.
- The Hirer will notify the Village Hall Committee immediately of any damage, loss or breakage at the Premises whether caused by the Hirer or not.
- The Hirer is responsible for any damage, loss or breakage, however caused, which may occur during the period of hire, and shall reimburse the Village Hall Committee for the cost of making good.

Use

- Hirers will be advised where to collect and return the keys prior to their event.
- The Premises shall only be used during the time and for the purposes stated on the application form. The hirer shall not sub-hire or assign the Premises or any part of it.
- There must be no more than 60 people in the Hall at any time.
- No alcohol may be sold on or in the vicinity of the Hall.
- The hall does not provide tea towels so Hirers should bring their own.
- The Hall must be vacated by 11.30 pm / 23.30 as it is an a residential area unless by prior arrangement
- The Hirer shall not permit any kind of behaviour that is likely to give offence in a residential area. Doors must be kept closed during parties/discos. Hirers shall not allow their guests to congregate outside the building without prior permission from the Committee.
- The Hirer shall not permit any unlawful activities to be carried out in the Premises
- The Hirer should not bring anything into the Premises that endanger it or invalidate any insurance policies in respect of the Premises.
- The hirer accepts responsibility for ensuring that the electrical system is not tampered with in any way and that any electrical item brought into the building is tested and meets current safety requirements
- The Hirer shall not install or use any sound equipment, additional lights (including spotlights) or heating appliances of any kind other than those provided at the Premises, unless by prior arrangement with the Village Hall Committee
- The use of portable liquid propane gas (LPG) heating appliances, gas canisters to fill balloons, lighted candles or vaporised imitation smoke is prohibited.

- No internal decorations of a combustible nature should be erected in the Premises without the consent of the Village Hall Committee. These must not be put up near the heaters or light fittings.
- The following items may not be brought into the Hall – live animals, anything flammable or explosive, bicycles, or anything powered by a petrol or diesel engine.
- Nails, screws, tacks or bolts shall not be driven into walls or any part of the building.
- Self -adhesive tape should not be attached to the walls
- If using amplified music (e.g. for a disco) the Hirer should ensure that the volume is turned down by 11pm

Compliance with Regulations

- The hirer must comply with all regulations in force at the time of hiring, including but not limited to: Premises Licence, Performing Rights and Phonographic Performance, Public Entertainment, Gaming, Betting & Lotteries, Health and Hygiene, The Children's Act 1989, Fair Trade Laws and codes of practice, Health Act 2006,
- The Hirer is responsible for obtaining any licence required in connection with the hire that is not held by the Village Hall Committee, eg sale of alcohol licence.
- The Hirer must indemnify the Village Hall Committee against all claims arising from any infringement of copyright or terms of licences.
- It is the responsibility of the hirer to acquaint themselves with these regulations.

Public Safety

The Hirer must comply with all conditions and regulations made in respect of the Premises by the Fire authority, Local Authority, and the Licensing Authority.

Disabled Users

The Hirer is responsible for ensuring the safe evacuation of wheelchair users and other people with disabilities in the event of an emergency.

Fire

- The Hirer should familiarise themselves with the emergency exits, escape routes, firefighting equipment, and assembly points.
- A plan showing the exits and location of fire-fighting equipment is displayed in the kitchen.
- The Hirer should ensure that all emergency exits, and escape routes are kept clear and that exit signs are visible at all times
- In the event of a fire the fire brigade should be called, and the Village Hall Committee should be informed of the details.

Electrical appliances

The Hirer shall ensure that any electrical appliances brought into the Premises are in a safe, good working order.

Accidents and dangerous occurrences

- The Hirer must report all accidents involving injury to the public to the Village Hall

Committee as soon as possible and complete the relevant section of the accident book

which is located in the kitchen.

- Any failure of equipment belonging to the Premises or brought in by the Hirer should be reported to the Village Hall Committee as soon as possible.

Indemnity

- The Hirer indemnifies the Village Hall Committee against all claims arising from use or hire of the Premises or of any equipment, fixtures or fittings provided, in so far as the claims do not fall within the responsibility of the village hall committee as owner occupier of the Premises.
- The Hirer is advised to give serious consideration to insuring against claims or losses which may arise as a consequence of their hire of the Premises.
- No liability is accepted by or on behalf of the Village Hall Committee for injury, loss or damage to persons or property resulting from the hire or use of the Premises, fixtures, equipment, fittings, or facilities provided, whether during the period of hire or otherwise, unless the injury, loss or damage arises from negligence of the Village Hall Committee.
- In the event of the hirer failing to comply with the conditions of hire; the hirer shall be responsible for any costs, claims, demands or proceedings arising out of any such breach or non-observance and shall indemnify the Village Hall Committee in respect thereof.

Cancellation

By the Hirer

In the event of cancellation within 7 days preceding the event, the full hire charge will be forfeited.

By the Village Hall Committee

- The committee reserves the right to refuse or cancel any booking, and will not be liable or any loss sustained by the hirers due to cancellation.
- Priority will be given to use of the Premises for electoral purposes or in the event of a local or national emergency. Any bookings clashing with such events must be forfeited. Any monies paid in respect of such bookings will be refunded in full, but the Village Hall Committee will not be held responsible for any other losses resulting from the cancellation.

End of Hire

- The Hirer shall be responsible for leaving the Premises and surrounding area in a tidy and clean condition. All lights, water and heating should be turned off and refuse placed in the external bin.
- Any equipment or contents used should be properly replaced in their usual positions. Doors and windows should be closed and the Premises must be properly locked.
- The Hirer shall ensure that persons leaving the Premises do so in an orderly manner with minimum noise and with consideration for residents.

Rights

- The agreement to hire the Premises constitutes permission only to use the Premises and confers no tenancy or other right to the occupier.
- None of the provisions of the agreement to hire the Premises are intended to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person other than the Village Hall Committee and the Hirer

The Hirer's signature on the Booking Form shall constitute acceptance of these conditions.