

Please read these conditions of hire and sign and return the attached copy to the Booking Secretary.

(If the hirer is in any doubt as to the meaning of the following, the Booking Secretary should immediately be consulted).

1. Age

The Hirer, not being a person under 21 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents: their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Hall Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. The Hirer shall ensure that any activities for children under 8 years of age comply with the provision of the Children Act 1989, or any subsequent legislation and that only fit and proper persons have access to the children.

3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol thereon without written permission. The use of bouncy castles is not permitted in the hall.

During the hire period of the hall, the Hirer is responsible for ensuring that no member of their group enters the meeting room at any time, and that no individuals from the Meeting Room enter the Hall. If access to items or assistance from the other room is required, the Hirer must contact the Chairman or the Booking Secretary, who will provide support as appropriate.

It is the responsibility of the Hirer to ensure that no alcohol is supplied to those under 18. If eating a meal with an adult, alcohol may be supplied to that adult for those aged 16 or over. It is the responsibility of the Hirer to ensure that the law is obeyed.

4. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to Gaming, Betting and Lotteries.

5. Licensable activities

The Village Hall holds a joint PRS for Music and PPL UK Community Buildings Licence, which permits the use of copyright music, e.g. playing recorded music in any form (PPL) and live performances (PRS). The PPL tariff component of this licence **does not** apply to any third party hire to commercial organisations and individuals earning an income from providing the activities e.g. aerobic classes, practice and social dance classes/sessions. **It is important that such hirers accept when signing this hiring agreement that they are responsible for obtaining their own separate PPL licence in order to comply with their legal obligations under the Copyright, Designs and Patents Act 1988.**

If other licences are required in respect of any activity in the Village Hall, the Hirer should ensure that they hold the relevant licence.

In order to hold a bar on the premises, a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall obtain written consent of the management committee on the form provided for this purpose, which can be obtained from the booking secretary. (TENS take 28 days to process).

6. Public Safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment (available to view on request) 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. The Hirer shall also comply with the Hall's health and safety policy.

- a) The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in the event of a fire. This includes calling the Fire Brigade and evacuating the Hall.
 - The location and use of fire equipment.
 - 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.
- b) In advance of an entertainment or play, the Hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are clear of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there is no obvious fire hazard on the premises.
- c) The Hirer acknowledges that they have familiarised themselves and will comply with the contents of the FIRE NOTICE FOR HIRERS at Appendix A and as displayed on the Hall's notice boards.
- d) Children are not allowed in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.

7. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

8. Animals

The Hirer shall ensure that no animals (including birds), except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

9. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to obtain a replacement booking, the question of repayment of the fee shall be at the discretion of the Committee.

10. At the end of the hiring

- a) The Hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition, this is to include the removal of all rubbish from the premises and the surrounding area otherwise the Committee shall be at liberty to make an additional charge.
- b) SEE CHECK LIST. The Hirer shall ensure that the premises are properly locked and secured. Any contents temporarily removed from their usual positions must be properly replaced otherwise the Committee shall be at liberty to make an additional charge.

11. The Committee the right to cancel this hiring

- a) In the event of the Hall being required for use as a polling station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit paid.
- b) If the Committee has been misled in the hiring application, or in the opinion of the Committee the hiring is liable to cause a breach of statutory regulations, in which case the Hirer shall NOT be entitled to refund of any monies paid.

12. Unfit for the use for which it has been hired

In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss of damage whatsoever.

SCHEDULE OF SPECIAL CONDITIONS

13. Paper decorations

Paper decorations **must not be used**, nor temporary lighting of any kind, including candles unless agreed with the management committee.

14. Capacities

Having regard to the Fire Regulations, the following conditions, as laid down by the Village Hall Management Committee, **must not be exceeded**:

Main Hall

Dances, discos, private parties without tables – 150

Bingo, whist drives, quizzes etc. – 115

Plays, pantomimes etc. – 132

Exhibitions, sale of work etc. – 77

Dining, weddings etc. – 115

Meeting Room

With tables – 36

Without tables – 60

ADMISSION BY TICKET ONLY FOR DISCOS AND DANCES (these shall not be sold on the premises).

Discos are not to be advertised.

15. Charges

Charges include the use of the kitchen and equipment. Additional cutlery and glasses can be provided on request. No charge is made for reasonable prior preparation time or cleaning up time providing it does not clash with another booking as confirmed by the Booking Secretary. Failure to comply with this condition will incur additional hiring charges.

16. Music

Bands, record players and local discos may be used provided the audio level does not constitute a public nuisance.

17. The hire of the Hall

The hire of the Hall includes the use of the adjoining car park during the function, but the committee will accept no responsibility for the loss of, or damage to, any vehicle or its contents, or for loss of, or damage to personal belongings. The Hirer shall ensure that the minimum of noise is made on arrival and departure.

18. Time limits for the use of the Hall

The use of the Village Hall is limited to the following hours:

Until 1.00 a.m. Monday to Friday; until 12.00 midnight on Saturdays; until 10.00 p.m. on Sundays.

19. Nature of the purpose for which the Hall is required

All applications must state the precise nature of the purpose for which the Hall is required (see booking form).

20. Heating

Heating in the Main Hall is the responsibility of the Hirer and a £1.00 slot meter is situated in the cupboard at the rear of the Hall for this purpose. There is also a £1.00 slot meter in the Meeting Room for heating in that room. **The use of portable heating appliances is not allowed, as this could constitute a risk to fire regulations.**

21. The representatives of the Management Committee reserve the right to enter the Hall at any time.

I have read and accept these conditions of hire

Signed

On behalf of

Revised October 2025

Appendix A

FIRE NOTICE FOR HIRERS

The following is to be read in conjunction with the Hiring Agreement, which all hirers sign as having read and accepted.

Fire Precautions

- There is one fixed telephone in the kitchen area and one in the corridor between the hall and meeting room. Hirers should also ensure they have an operational mobile phone by which they can contact the emergency services. The post code for the village hall is **TA3 5JD**.
- No smoking or vaping is permitted in any part of the hall.
- Any electrical equipment brought into the hall must be in good working order and have been checked by a competent person.
- Under 18s are not permitted to be in the hall unless in the presence of a responsible adult.
- All rubbish and refuse must be removed by hirers on vacating the hall after an event.
- Barbeques must have prior explicit permission and must not be positioned within 5 metres of the building.
- Use of any naked flame (e.g. candles) must have prior explicit permission and then only in solid non-flammable containers.
- No soft furnishings or decorations are permitted near the heaters and light fittings.
- Regular and occasional hirers must ensure that everyone in the hall is aware of the location of the emergency exits, fire extinguishers and procedures to be followed in an emergency. An announcement suitable for use at the outset of an event or meeting is at the end of this notice.
- All doors and windows are to be kept in the closed position unless otherwise required for ventilation or access.
- No furniture or other obstacle is to be positioned so as to obstruct any doorway.
- Users are to record the numbers attending, to be checked in the event of an emergency evacuation.

Additional notes for workmen and contractors

- All employee and sub-contractors are to be briefed on their fire risk assessment responsibilities and requirements.
- Flammable materials are not to be stored in the hall overnight unless positively agreed by a key holder.
- All rubbish and refuse must be removed at the end of each working day.

Additional notes for regular user groups

- It is suggested that the "Fire Precautions Announcement" be read at regular intervals during the year and that elementary fire evacuation drills be carried out as they deem necessary.

