

Please retain a copy of this form and Standard Conditions of Hire for your records.

### **Standard Conditions of Hire**

1. In respect of these Standard Conditions of Hire, the Hirer is deemed to be an individual hirer or, where the hirer is an organisation or company, the authorised representative of that organisation or company who has signed on Page 1. The Hirer must be at least 21 years old. If the Hirer is in any doubt as to the meaning of the following, the Southery Village Hall Secretary or Booking Secretary should be consulted as soon as possible. Reference to the premises' in the following means Southery Village Hall.
2. A refundable security deposit of £25 may be payable in addition to hire costs upon hiring and will be returned within 7 working days if the hall is left as required. Should any damage occur the hirer will be liable for the full amount less the security deposit which was already paid.
3. The Hirer shall be present throughout the period of the hiring and is responsible for (a) the supervision of the premises, the fabric and the contents including their care and safety from damage however slight, and (b) the behaviour of all persons using the premises whatever their capacity: including but not limited to ensuring the proper supervision of car parking arrangements so as to avoid obstruction of the highway and nuisance to neighbours of Southery Village Hall.
4. The Hirer shall not use the premises for any purposes other than that described in these Standard Conditions of Hire, and shall not sub-hire the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything or bring into the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof.
5. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, lotteries or the sale of intoxicating liquor etc.
6. Southery Village Hall committee have the right to close any event or hire down if it is deemed necessary to protect the building, licence or neighbours. This will result in forfeit of both hire charge and security deposit.
7. We have a Premises Licence authorising entertainment and the sale of alcohol. The hirer is responsible for organising outside catering for the sale of alcohol. The committee will be responsible for confirming the hirer is competent to carry out the sale of alcohol at the event.  
  
We reserve the right to close down the bar and any event at which we attend due to alcohol from other premises is being consumed.
8. We can provide a list of recommended Authorised Person(s) for the sale of alcohol. If you wish to use A.N Other you must seek written permission from Southery Village Hall Committee. This is required on the booking form.
9. The Hirer shall, if preparing, serving or selling food, ensure that all relevant food health and hygiene legislation and regulations are complied with in respect thereof.

10. The Hirer shall ensure that all electrical appliances brought by them into the premises and used there shall be safe and in good working order, and used in a safe manner.

11. The Hirer shall indemnify Southery Village Hall committee against (a) the cost of repair for any damage done to any part of the premises including the contents of the premises, and (b) all claims in respect to damage or loss of property or injury to persons as a result of the use of the premises (including the storage of equipment) by the Hirer.

12. The Hirer must report all accidents that involve injury to any person on the premises or as a result of the booking to a member of the Southery Village Hall committee as soon as possible and complete the relevant section in the Village Hall's accident book. Any damage to or failure of equipment belonging to the Village Hall must also be reported as soon as possible to a member of the Southery Village Hall committee.

13. The Hirer shall ensure that no birds or animals, except guide dogs, are brought into the Village Hall unless express permission is given by the Southery Village Hall committee for a special event. At no time shall birds or animals be permitted to enter the kitchen.

14. The Hirer shall ensure that procedures are in place at all times to safeguard any children or young people in accordance with the Children's Act 2004. Children under the age of 16 years must be accompanied and supervised by a responsible adult at all times when using the premises.

15. The Hirer shall ensure that no child under twelve years of age is allowed into the kitchen.

16. Southery Village Hall committee reserves the right to cancel any booking in the event that the Village Hall is required for any use the Southery Village Hall committee (in its sole discretion) deems to be exceptional, including but not limited to use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer will be entitled to a full refund of the amount paid to Southery Village Hall as shown on the above Booking Form.

17. In the event of the premises being rendered unfit for the use for which it has been hired, Southery Village Hall committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

18. The Hirer shall ensure that the 'No Smoking' policy in the Village Hall is upheld at all times. Anyone wishing to smoke must use the designated area supplied by the hirer and the correct container to collect/extinguish cigarettes/cigars etc. This must be removed and disposed of by the hirer.

19. The Hirer shall ensure that no more than the maximum permitted numbers of people occupy the Village Hall during the event. They are as follows:

Seated at tables: 200

Standing: 250

Theatre Style Seating: 200

20. If the hall is extended by adding a marquee, the maximum number of people permitted is extended as specified by the approved marquee supplier.

21. The use of fireworks and candles anywhere on the premises including the car park is strictly forbidden unless prior agreement is given by the Southery Village Hall committee.
22. The Hirer shall ensure that the hall is vacated promptly by the time stated on the Booking Form above. The Hirer shall have included themselves time with in the booking after events to clean, tidy up and vacate the premises. Failure to do so could render a loss of security deposit to cover extra costs. The Hirer shall ensure that for events held in the evening, the hall is vacated before midnight unless prior agreement is given by the Southery Village Hall committee.
23. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed, and any contents temporarily removed from their usual positions properly replaced otherwise the Southery Village Hall committee will be at liberty to make an additional charge.
24. The 25% deposit, if requested, is non-refundable. The hire charge is not refundable if the Hirer or the organisation which they represent cancels the booking within 2 weeks of the booking. If the booking is cancelled more than 2 weeks before only the deposit will be lost.
25. The Hirer shall ensure compliance with the terms and conditions of the Premises Licence granted by Kings Lynn and West Norfolk Borough Council, at all times during the period of hire.
26. This Hiring Agreement constitutes permission only to use the premises and facilities as agreed and confers no tenancy or other right of occupation on the Hirer.
27. If this document doesn't have a booking number assigned by Southery Village Hall it does not constitute a booking. Bookings will only be booked and honoured when the 25% deposit has been paid with 1 week of this form being submitted.

**PLEASE REMOVE ALL RUBBISH FROM THE VILLAGE HALL AND GROUNDS.**

By signing the Booking Form the Hirer acknowledges an understanding of the Standard Conditions of Hire that form part of the Hiring Agreement, and agrees to perform the provisions and stipulations contained or referred to in these Standard Conditions of Hire.

**DATA PROTECTION AND PRIVACY POLICY**

Data submitted on this booking form will be retained until all outstanding fees are paid and for one month after the event in case queries arise. Thereafter hard copies will be destroyed, and digital files deleted from our records.

Personal data will not be passed to any third party unless required by authorities or at the express written request of the hirer.

**Hire Charges (from 1<sup>st</sup> June 2023)**

Village Resident £10 per hour  
Non-Village Resident £12 per hour  
Corporate £12 per hour

Meeting Room £6 per hour