

STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term **HIRER** shall mean an individual **hirer** or, where the **hirer** is an organisation, the authorised representative. (If the **Hirer** is in any doubt as to the meaning of any of the following, the Bookings Secretary should immediately be consulted.)

1) THE **HIRER** will, 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 and ***avoiding inconvenience to local residential properties.***

2) THE **HIRER** shall not use the premises for any purpose other than that described on the booking request form 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 anything which may endanger the same or render invalid any insurance policies in respect thereof *nor allow the consumption of alcoholic liquor thereon without permission.*

NO ALCOHOL IS TO BE SERVED TO ANYONE UNDER THE AGE OF 18.

3) THE **HIRER** shall be responsible for obtaining any additional licences (over and above the basic PRS and PPL licences held by Stamfordham Playing Field & Village Hall) as may be needed from Phonographic Performance Ltd, from Video Performance Ltd or otherwise and for the observance of the same.

4) 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) THE **HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

6) THE **HIRER** shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 2004 and that only fit and proper persons have access to the children.

7) THE **HIRER** shall, if preparing, serving or selling food observe all relevant food hygiene legislation and regulations.

8) THE **HIRER** shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner.

9) THE **HIRER** shall ensure that stiletto heels, or muddy shoes/boots or shoes/boots with spikes are not worn in the hall or pavilion, including changing rooms. **Failure to do so may result in part or all of your deposit being retained**

10) If THE **HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to secure a replacement booking, the payment or the repayment of the fee shall be at the discretion of the Committee.

11) THE **HIRER** shall ensure that the minimum of noise is made on arrival and departure having respectful regard for residents living next to the Village Hall or near the Pavilion.

12) THE **HIRER** shall ensure that no dogs, except guide dogs or hearing dogs, are brought into the hall, pavilion or playing fields.

13) 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 directed otherwise. Any contents temporarily removed from their usual positions must be properly replaced. All equipment, including the cooker if used, should be clean and ready for future use. **Failure to do so may result in part or all of your deposit being retained.**

The changing rooms in the pavilion must be left clean and dirt-free after any event, including football and cricket matches. **Failure to do so may result in part or all of your deposit being retained.**

14) **ALL GLASS BOTTLES SHOULD BE TAKEN AWAY BY THE HIRER AS THERE ARE NO GLASS RECYCLING FACILITIES IN STAMFORDHAM**

15) THE **HIRER** shall indemnify the Committee for the cost of repair of any damage to any part of the property, including the surrounding grounds thereof, or the contents of the buildings, which may occur during the period of the hiring.

16) THE COMMITTEE reserves the right to cancel the hiring 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/hiring fees already paid.

17) IN THE EVENT of the hall, playing fields, pavilion 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 or damage whatsoever.

For the avoidance of doubt, the Pavilion at the playing fields is included in the term 'Playing Fields' throughout this document.

Agreement between the event organiser (HIRER**) and trustees of Stamfordham Village Hall for preparation for an event and the clearing and cleaning post event.**

Important event preparation information.

- Furniture may be used and should be treated with respect.
- Note the correct stacking of tables is back-to-back / front-to-front and chairs only four high.
- Please do not drag heavy or sharp objects across the hall floor.
- No Sellotape, glue or drawing pins on any surfaces please.
- Blue tack may only be used on wood or glass surfaces but **NOT** on the walls.
- No lighted candles are allowed anywhere in the building.
- No smoke machines, fireworks, pyrotechnics or water fountains are allowed anywhere in the building
- All fire exits must be kept clear and outside doors unlocked. Please make yourself aware of these exits, how they are used and where the fire extinguishers are kept.
- The Audio Visual system and screen are available for use. Please follow the clear instructions for setting up and shutting down.

Post event requirements for the event organiser.

- Cleaning equipment and chemicals are kept at the back of the main kitchen.
- The Henry Hoover is kept in the table store.
 - Brush and dustpan
 - Mop and bucket
 - cleaning fluid,
 - blue towel for cleaning surfaces
 - food hygiene spray
 - spare black bin bags.
 - White bucket for broken glass.
- Please do not use the kitchen mop and bucket for the toilets.
- Please flush toilets and empty paper towel bins and pick up any discarded paper from the floor.

Please dispose of all of your rubbish according to type.

- BLUE BIN FOR RECYCLING paper, cardboard, tins and plastic bottles only.
- No food or drinks must go into the blue bin.
- We have two black general rubbish bins and one blue recycling bin situated outside the main door.
- There are bins inside the hall fitted with bin bags and spare bags are with the cleaning equipment.
- If the main bins outside are full please take your rubbish away.
- Do not leave the bags on the floor outside.
- All glass bottles and or broken glass must be taken away by you to recycle. DO NOT put glass in our bins.
- Clean the tables and put away all furniture where you found it following correct stacking rules.
- Empty hand towel bins in all toilets into the black bin.
- Take down all decorations.
- Use the brush and dustpan to sweep up the hard floors and the Henry Hoover to clean the carpet areas.
- Please check and clean sticky or trodden in food using the mop and bucket, hot water and cleaning fluid or the carpet cleaner for the carpet area.
- Wipe all surfaces and check for damage which should be reported immediately to the booking secretary.

 Please sign below and return to Booking Secretary

Stamfordham Village Hall is cared for by volunteers and used by many different groups, we do not have staff to clean up after an event.

In the event that the hall is not left clean, tidy or undamaged we reserve the right to retain part or all of your deposit to pay for appropriate cleaning and or remediation of damage.

Please sign below to confirm that you have read and accept our Standard Conditions of Hire.

Name of **HIRER** (Print)..... Name (Signature).....

Venue hire date..... Today's date.....