Stowupland Village Hall Conditions of Hire (01/12/2026)

1 December 2026

Stowupland Village Hall standard conditions of hire (Regd. Charity 304822)

These standard conditions apply to all hirings of any of the rooms or outside areas of Stowupland Village Hall. If the Hirer is in any doubt as to the meaning of the following, please consult the Booking Secretary.

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. As directed by the Hall Trustees, 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.

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 anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

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 Trustees hold a Premises Licence and a Performing Society Rights Licence. If other licences are required in respect of any activity in or on the premises the Hirer should ensure that they hold the relevant licence.

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, and the hall's 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.

(a) The Hirer reads the Fire Instructions in Annex A and ensures they know and understand:
- 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.
- 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 any use 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 free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fires hazards on the premises.

7. Means of escape

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

(b) The emergency lighting supply illuminating all exit signs and routes will be turned on during the whole of the time the premises are occupied. If it is not working please vacate the premises immediately.

8. Outbreaks of fire

The Fire Brigade should be called if there is any outbreak of fire and details provided to the Booking Secretary or other emergency contact.

9. Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the relevant regulations. The premises are provided with a refrigerator.

10. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them onto the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

11. Insurance and indemnity

(a) The Hirer shall be liable for:

(i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises

(ii) all claims, losses, damages and costs made against or incurred by the Village Hall Trustees, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and

(iii) all claims, losses, damages and costs made against or incurred by the Village Hall Trustees, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Village Hall Trustees and the village hall's employees, volunteers, agents and invitees against such liabilities.

12. Accidents and dangerous occurrences

(a) The Hirer must report all accidents involving injury to the public as soon as possible to the Booking Secretary in order that the details can be recorded in the relevant section in the Village Hall's accident book. Minor injuries can be recorded in the accident book which is kept in the kitchen cupboard. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Booking Secretary can assist in obtaining this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Incident Contact Centre at Caerphilly Business Park, Caerphilly, CF83 3GG can be contacted by Telephone (0845 3009923); or via their website: www.riddor.gov.uk; or via the HSE website: www.hse.gov.uk

(b) Any failure of equipment belonging to the Village Hall Trustees must be reported to the Booking Secretary. Any equipment brought in by the hirer must conform to current safety standards including being P.A.T. certified where necessary.

13. Explosives, flammable substances and airborne devices

The Hirer shall ensure that:

(a) Highly flammable substances are not brought into, or used in any part of the premises.

(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Village Hall Trustees. No decorations are to be put up near light fittings or heaters.

(b) No balloons or other airborne items can be released from the premises or surrounding areas.

(c) No Fireworks or Chinese Lanterns will be permitted within the property or grounds of the Village Hall.

14. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Village Hall Trustees. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

15. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the premises, and violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.

Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

16. Animals

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

17. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Village Hall Trustees with a copy of their CRB check and Child Protection Policy on request.

18. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Village Hall Trustees accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution.

19. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

20. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

21. Cancellation

The hire fee will not be refunded if a booking is cancelled by the hirer less than 14 days before the event. Bookings cancelled between 14 and 30 days before the event will be refunded 50%. Bookings cancelled over 30 days from the event will be refunded in full.

The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

(a) The premises being required for use as a Polling Station, for the Village Hall AGM or Parish Council Annual Meeting or for a reason the Village Hall Trustees consider an emergency.

(b) The Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.

(c) The premises becoming unfit for the use intended by the Hirer.

(d) An emergency requiring use of the premises as an emergency shelter.

In any such case the Hirer shall be entitled to a refund of any hire fee already paid, but the Village Hall Trustees shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

22. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the there shall be an additional charge.

23. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make sure no sound can be heard outside the premises. Don't make any noise outside after 11pm.

24. Stored equipment

The Village Hall Trustees accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All

equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Village Hall Trustees may use their discretion in any of the following circumstances:

(a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.

(b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Village Hall Trustees disposing of any such items by sale or otherwise on such terms and conditions as they think fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

25. No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without prior approval. Ribbons, balloons etc must not be attached to the metal grid work or suspended ceiling tiles. Any alteration, fixture or fitting or attachment so approved shall, at the discretion of the Trustees, remain in the premises at the end of the hiring. It will become the property of the Trustees unless removed by the hirer who must make good (to the satisfaction of the Trustees) any damage caused to the premises by such removal.

26. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

27. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature are not permitted.

28. No-Smoking

The Hirer shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places. Any person who breaches this provision shall be asked to leave the premises.

29. Valuation Events

Any events where members of the public are invited to bring items onto the premises to be valued are not permitted under any circumstances.

30. Car Parking

The car park at the Village Hall is used by both users of the Hall and users of the Bowls Club, Football Club and Cricket Club plus members of the public. Hiring the Hall is no guarantee adequate car parking spaces will be available and all spaces are available on a "first come first served" basis. No refunds will be given if the car park is full.