

WISBOROUGH GREEN VILLAGE HALL

STANDARD CONDITIONS OF HIRE

The following conditions apply to all hirings of the Village Hall or part thereof:-

1. The Hall Management Committee shall use its best endeavours to ensure that the Hall is available for the period of Hire.
2. The Village Hall is insured against claims arising out of its Management Committee's negligence. The Hirer is advised to enter into insurance for all risks arising out of the hire, including third party liability. Hirers using the Hall for commercial purposes are required to provide evidence of third party liability insurance.
3. The Hirer accepts responsibility for the premises and for the behaviour of all persons present during the period of permitted access and for ensuring that all conditions relating to the Hire are met.
4. The Hirer shall be responsible for the care and safety of the premises throughout the hire period. Damages or losses to the Hall or associated property shall be made good or paid for.
5. The Hirer shall ensure that as a direct result of the Hire, no unruly or disorderly behaviour occurs on or near the premises and that due respect to neighbours and their property is maintained.
6. The Hirer may be required to provide a Security Deposit against the satisfactory return in good order of the Hall and its associated property and against the good conduct of the Hirer and other persons present during the period of permitted access.
7. The Security Deposit may be forfeit in whole or in part at the sole and absolute discretion of the Hall Management Committee in the event of any loss, damage or disturbance caused during or immediately following the Hire.
8. No smoking shall take place on the premises.
9. Any accident involving injury to any person present shall be recorded in the Accident Book and reported to a member of the Hall Management Committee.
10. The Hirer shall use the premises only as described in the Hiring Agreement and shall not sub-hire nor use the premises nor allow the premises to be used for any unlawful purpose or in any unlawful way in particular as regards drugs, alcohol, gaming, betting or lotteries.
11. The Hirer undertakes not to exceed the permitted number of persons allowed as specified in Table 1 below. The Hall Management Committee reserve the right to amend the permitted number of persons upon Risk Assessment of the intended event.

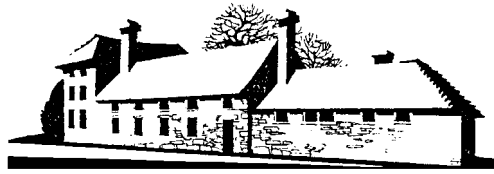
Table 1

| Hall Area | Seated (e.g. dining) | Close Seated (e.g. audience) | Standing/ Dancing |
|------------------|-----------------------------|-------------------------------------|------------------------------|
| Main Hall | 120 | 180 | 200 |
| Committee Room | 25 | N/A | 40 |
| Vine Room | 15 | N/A | 30 |



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12. The Hirer shall note and comply with conditions set out in the attached summaries of the Fire Risk and Health and Safety Policy. Full Assessments are lodged in the Hall Entrance Lobby.
13. If food is to be prepared and/or served during the permitted use, the Hirer shall be responsible for compliance with all Food Hygiene laws and regulations
14. If alcohol is to be consumed and/or sold during the Hire period, the Hirer must provide a satisfactorily completed Supplementary Conditions (Alcohol) Form prior to the Hire date. *Please note that the sale of alcohol is a licensable activity and payment of the appropriate fee for licensing must be made to the Village Hall prior to the Hire date. This fee will be advised together with appropriate Hire charges and details of any security deposit by Invoice from the Hall Treasurer.*
15. No food may be served after 11 pm and no entertainment or music may take place after midnight.
16. Items stored or left at the premises that are the property of the Hirer are so left entirely at owner's risk. Cars parked outside the Hall, which is a public park, are left at owner's risk.
17. No candles, naked flames or any other inflammable, explosive or pyrotechnic materials may be imported or used at the Premises.
18. The Hall holds an Entertainment Licence and a Licence from the Performing Right Society.
19. Film shows must have appropriate licences.
20. Goods offered for sale during periods of hire must comply with Fair Trading Laws and the Sale of Goods Acts.
21. There shall be no fly posting on or at the premises.
22. No animals, other than Guide Dogs, may be brought onto the premises unless prior agreement is obtained from the Management Committee.
23. Electrical equipment if applied to the Hall circuits shall conform to current electrical regulations.
24. The Hirer shall be responsible for accepting custody of access keys prior to period of hire; for security of the premises during hire and the timely return of keys and premises after hire. Hirers for whom access keys are made available on a standing basis, may use them only for access at such times as are pre-booked with the Bookings Secretary.
25. The Premises shall be returned in a clean and tidy condition and the Hall contents and property shall be positioned as found.
26. The Hall Management Committee reserves the right to refuse an application for hire of the Hall if, in their opinion, such hire is not in the interests of the local community.
27. Cancellation
 - a. In the event of the Hirer cancelling the event less than 7 days prior to the Hire date where the Village Hall Management Committee is unable to arrange a replacement booking, any refund of the Hire Charge and/or other monies paid by the Hirer for the Hire shall be at the sole discretion of the Chairman of the Village Hall Management Committee or his Deputy.
 - b. The Village Hall Management Committee reserves the right to cancel the hiring by written notice to the Hirer in the event of :



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- i. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- ii. the Village Hall Management Committee reasonably considering that :
 1. such hiring may lead to a breach of licensing conditions, if applicable, or breach of other legal or statutory requirements or
 2. unlawful or unsuitable activities may take place at the premises as a result of this hiring
- iii. the premises becoming unfit for the use intended by the Hirer
- iv. an emergency requiring the use of the premises as a shelter for victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters

In any such case under clause 26 b. and its sub-clauses above, the Hirer shall be entitled to a refund of any monies already paid towards the Hire by way of deposit or other charge. The Village Hall Management Committee shall not be liable to the Hirer for any resulting direct, indirect or consequential loss or damages that the Hirer may sustain.

The Hirer is strongly advised to obtain suitable insurance to protect against any loss or damage resulting from the non-availability of the Hall.

I, the undersigned, agree to abide by the above conditions.

Signature: _____

on behalf of (if appropriate):

Date: _____

Date of Hire: _____

Please return a signed copy of these conditions to the Bookings Secretary, along with a completed Hiring Agreement and completed Supplementary Conditions (Alcohol) Form (if required). Thank you.