

## **TERMS & CONDITIONS OF HIRE**

### **1. Supervision by the Hirer**

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with these Hire Conditions and any relevant licenses.

### **2. Responsibility of the Hirer**

The Hirer shall be responsible during the period of hire for:-

1. Ensuring that the Premises are kept secure.
2. Supervision of the use of the Premises and the care of its fabric and contents. No alterations may be made, including not using Blu-tack, drawing pins, adhesive tape or similar.
3. Ensuring that the Premises are left clean and tidy with the correct bins being used. Rubbish must be removed from site at the end of the hire.
4. Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, and the building secured,
5. Ensuring that any equipment or electrical appliances brought onto the Premises are certified safe and in good working order, and used in a safe manner. This may include the need for Portable Appliance Testing (PAT).
6. Ensuring that no animals (including birds) except assist dogs are brought into the building without written permission of the Village Hall Committee.
7. Ensuring that NO animals whatsoever enter the kitchen at any time.
8. Ensuring that no barbecues, LPG appliances or highly flammable substances are brought onto the Premises.
9. Ensuring that there is no nuisance, including excessive noise, to the local residents.
10. Ensure that nothing is done to endanger the Premises or render invalid any insurance policies in respect thereof.
11. Ensure that there is no smoking or drug use in the Premises.
12. Ensuring that any activities at the Premises for children or vulnerable adults comply with current legislation and that only fit and proper persons have access to children or vulnerable adults.

### **3. Bookings which may be refused**

The Village Hall committee has the right to refuse any booking for whatever reason, including concern over potential noise levels and other nuisances.

### **4. Cancellation**

There is no charge for cancellation if done four weeks or more before the date of a booking, but a 50% charge if between one and four weeks, and full charge if one week or

less.

The Village Hall reserves the right to cancel a hiring in the event of circumstances beyond the control of the committee. In any such case the Hirer shall be entitled to a refund of any hire fees already paid, but the Village Hall shall not be liable for any resulting direct or indirect loss or damages whatsoever.

## **5. Fire Regulations**

The Hirer shall:

1. Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to the Village Hall committee. No person may re-enter the Hall without the permission of the Fire Brigade.
2. Prior to the start of an event indicate the fire exits and Evacuation Meeting Place (the car park) to the persons attending the event.
3. Ensure that all fire exits are kept clear at all times.

## **6. Premises Licence and other relevant legislation**

The Hirer is responsible for obtaining licences where relevant, and ensuring the terms and conditions of their use are complied with. This may include, but is not limited to, bar/intoxicating liquor (local council), recorded music (PRS and/or PPL) and recorded images e.g. video, DVD (from the company who holds the relevant rights).

## **7. Indemnity**

The Hirer is responsible for the activities they hold in the hall, and for the use and safety of any equipment they bring into the hall. They should therefore consider the need to take out their own liability insurance.

The Hirer will be responsible for the cost of repair of damage to any part of the Premises, and any actions, claims, and costs of proceeding arising from any breach of the Hall conditions.

## **8. Stored equipment**

The Village Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period.

## **9. Car Parking**

Vehicles and their contents are parked at owner's risk.