

STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hirings of the Village Hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Bookings Secretary must be consulted immediately.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, care and protection from damage of the fabric and all fittings and fixtures, however slight. The Hirer will also be responsible for 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.

The Hirer is required to report immediately any loss and or damage caused as a result of the hiring and shall, as directed by the Management Committee, make good or pay for repair/replacement of all damage and/or losses (whether accidental or otherwise) to the premises or to the fixtures, fittings or contents.

The use of blue-tack, Selotape and other similar materials on the walls of the hall is not permitted. The dado rails must be used for fixing temporary notices etc.

2. Use of Premises

(a) The Hirer shall not use the premises and or any of the equipment included by this agreement 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 on to 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 from the Committee, and an appropriate licence (see 4b below).

(b) The Hirer will not permit any of the equipment/other property belonging to the Village Hall to be removed from the premises for any reason whatsoever, without the express permission of the Committee.

© Under no circumstances (other than in an emergency) are unsupervised children to be permitted in the kitchen or the store room.

3. 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.

4. Licences

(a) The Hirer shall ensure that the Village Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant licence or the Village Hall holds it.

(b) The Committee holds an Entertainment Licence which permits on and off sales of alcoholic beverages at events managed by the Committee and such other events as the Committee may sanction in writing. Any other event at which alcohol is to be sold must be covered by a Temporary Event Licence obtained by the Hirer.

5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority 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. Use and storage of flammable materials (including fireworks whether or not for indoor use) is not permitted.

(a) The Hirer acknowledges that they have received instruction in the following matters: and/or have read and understood the Supplementary Information sheet attached to this agreement,

- 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 an entertainment or play 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 fire hazards on the premises.

6. 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 must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

7. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee, no later than 24 hours after the event.

8. 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 Food Temperature Regulations. The premises are provided with a refrigerator/freezer with a thermometer.

9. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to 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.

10. Indemnity

The Hirer shall indemnify and keep indemnified each member of the Village Hall management committee and the Village Hall's employees, volunteers, agents and invitees against

(a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises.

(b) All claims, losses, damages and costs 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 (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Village Hall is insured against any claims arising out of its **own** negligence.

11. Accidents and Dangerous Occurrences

(a) The Hirer must report all accidents involving injury to the public to a member of the Village Hall management committee **as soon as possible**, and in any case, no later than 24 hours after the incident, and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

(b) In the interests of safety, stiletto heels may not be worn in the hall.

12. Explosives and Flammable Substances

The Hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool, paper) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

13. Heating

The Hirer shall ensure that no additional heating appliances shall be used on the premises without the prior consent of the Management Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used. The Hirer is responsible for turning off all heating and other electrics (other than the electric cooker fitted in the kitchen) before leaving the premises.

14. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

- (a) The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid 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.
- (b) Alcohol shall not be neither sold nor supplied to any person suspected of being drunk and to any person suspected of being under the age of 18. Any person suspected of being under the influence of alcohol and/or drugs, or who is behaving in a violent or disorderly way, shall be required to leave the premises.
- (c) No illegal drugs may be brought onto the premises.

15. Animals

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

16. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eighteen 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 sole 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 committee with a copy of their Child Protection Policy on request.

17. Fly Posting

- (a) 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's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
- (b) The Hirer is required to remove any advertising material for the event for which the hiring is made from the hall and village notice boards, and any other places where such has been displayed, no later than 24 hours after the end of the hire period.

18. 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. In particular, the Hirer shall ensure the organiser's name and address, the total prices of all goods and services being sold are prominently displayed, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

19. Cancellation

- (a) If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall Management Committee.
- (b) The Village Hall Management Committee reserves the right to cancel this hiring without notice to the Hirer, in the event of, or where appropriate, suspicion of:
- (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 will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - (2) unlawful or unsuitable activities will 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 use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

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

20. End of Hire

- (a) 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 Village Hall shall be at liberty to make an additional charge.**
- (b) Hirers are expected to set up and to clean up within the hire period and to vacate the premises immediately at the end of the contracted hire period.
- (c) Hirers are required to remove all rubbish, including recyclable materials and food waste, from the premises at the end of the hire period. Failure to do so may incur a supplementary charge if the Committee has to make special arrangements for its subsequent removal.**

21. 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 use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

22. Stored Equipment

The Village Hall accepts 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 listed in the Hiring Agreement) must be removed at the end of each hiring or a storage fee will be charged for each day or part of a day (equal to the standard hire charge) until the item(s) is/are removed.

At the discretion of the Management Committee in any of the following circumstances:

- (a) in respect of stored equipment, in the event of failure by the Hirer either to pay any storage charges due and payable, and/or to remove the same within 7 days after the agreed storage period has ended, or
 - (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer either to pay any storage charges due and payable and/or to remove the same within 7 days after the hiring
- any such items will be disposed of by sale or otherwise, on such terms and conditions as the committee thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

23. 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 the prior written approval of the Hall Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Management Committee, remain in the premises at the end of the hiring and will become the property of the Village Hall unless removed by the Hirer who must make good to the satisfaction of the Committee, any damage caused to the premises by its installation and/or removal.

24. No Rights

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

25. Central heating

This MUST be turned off when vacating the hall. If the heating is found to have been left on, a charge will be made.