

## **Crowhurst Village Hall, recreation ground and car park**

### **Draft Terms and Conditions of Hire**

#### **1. Definitions**

"The Hall" means Crowhurst Village Hall, including the kitchen, toilets, car park and associated facilities.

"The Recreation Ground" means the adjoining grassed area available for outdoor events.

"Car Park" means the hard standing space in front of the Hall.

"The Hirer" means the individual, organisation or representative responsible for the booking.

"The Committee" means the Village Hall Management Committee .

#### **2. Acceptance of Conditions**

By making a booking, the Hirer agrees to follow these Terms and Conditions and accepts responsibility for all persons attending the event. The Hirer must be aged 18 years or over.

#### **3. Booking and Payment**

Bookings are not confirmed until hire charges and deposits, if required, have been paid.

#### **4. Security Deposit**

A refundable security deposit may be required. The deposit may be retained in whole or in part to cover damage, additional cleaning, overruns, or breaches of these Terms and Conditions. Deposit amount, if required, will normally be no more than £100 and is determined by the Committee .

#### **5 Use of the premises**

The premises may only be used for the purpose stated on the booking form. The Hirer shall not sub-let or transfer the booking. Maximum occupancy of the Hall shall not normally exceed 120 persons, unless with prior arrangement of the Committee.

#### **5. Supervision**

The Hirer shall normally be present throughout the hire period and shall always be responsible for the behaviour of attendees and compliance with all applicable laws and regulations. The Hall is not licensed for public entertainment and the public cannot gain admittance by payment at the door,

#### **6. Health and Safety**

Emergency exits must remain unobstructed. No activity may create unreasonable risk to persons or property. Any electrical item brought into the Hall must be in good working order.

#### **7. Alcohol**

Alcohol may be consumed where permitted by law. Responsibility for obtaining any necessary

licences or permissions rests with the Hirer.

#### **8. Hours of Hire**

The Hall is available to hire from 0800 unless special arrangements have been made for earlier occupation. All events, including music and entertainment, must finish by 12:00 midnight. The Hall, recreation ground and car park must be vacated promptly at the end of the hire period.

#### **9. Noise Control**

Particular consideration must be given to neighbouring residents. Guests shall leave quietly and without causing disturbance.

#### **10. Damage**

The Hirer shall be responsible for any loss, damage or breakage occurring during the hire period.

#### **11. Decorations**

No fixtures or decorations may be attached in a manner that causes damage. Nails, screws and similar fixings are prohibited.

#### **12. Fire Safety**

Reasonable numbers of table candles may be used with care, but any other naked flames shall not be used within the Hall. Fire exits and firefighting equipment must remain accessible.

#### **13. Cleaning and Departure**

The Hall and grounds must be left clean and tidy. All rubbish generated by the event must be removed by the Hirer at the end of the event. Cleaning materials can be found in a cupboard within the reception hall. Keys are to be returned in line with the arrangements agreed when they were collected.

#### **14. Recreation Ground Use**

The Recreation Ground may be hired independently or in conjunction with the Hall. In either event access to toilets and kitchen facilities will be given. Within the recreation ground there is an outside 8-piece gym area that can be used with supervision by a suitable adult.

#### **15. Car park use**

The car park may be hired independently from the hire of the Hal , if the Hall is not being used. Access to the toilets and kitchen facilities will be given.

#### **16. Bouncy castles and inflatable equipment.**

The use of bouncy castles, inflatable play equipment or similar attractions may be permitted with prior approval of the Committee and after completion of a Risk Assessment and evidence of the supplier's public liability insurance.

### **17. Barbecues and outdoor catering**

Barbecues may be permitted subject to prior approval by the Committee. A Risk Assessment must be provided in advance.

### **18. Fireworks, pyrotechnics and sky lanterns**

These are strictly prohibited.

### **19. Temporary Structures**

Details of proposed use of marquees, gazebos, stages, generators and similar structures must be provided and approved in advance by the Committee.

### **20. Outdoor Events**

The Committee may require sight of an appropriate risk assessment, public liability insurance, first aid arrangements and traffic management details for larger events.

### **21. Insurance**

The Hirer shall ensure appropriate insurance cover is in place where required. Evidence may be requested before confirmation of the booking.

### **22. Cancellation Policy**

- More than 28 days – full refund.
- 14–28 days – 50% refund.
- Less than 14 days – no refund unless re-let.

### **23. Cancellation by the Committee**

The Committee reserves the right to cancel bookings where circumstances require, and in these circumstances a full refund will be given.

### **24. Liability**

The Hirer shall be responsible for all persons attending the event and any loss, damage or injury arising from the hire

Attachment; draft risk assessment template