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Hepscoth Village Hall Standard Conditions of Hire

1. Hepscoth Village Hall Management Trustees will be hereafter referred to as the Hall.
2. The Administrator(s) will refer all matters relating to the conditions below to the committee of the Hepscoth Village Hall Management Trustee (Hereafter known as The Hall)
3. The hirer shall take good care of, and shall not cause any damage or permit or suffer any damage, to the building, or any parts or parts thereof, or to any fittings, equipment or other property therein and shall pay for any damage thereto (including accidental damage) caused by any act or neglect of themselves servants, agents or any persons resorting to the building by reasons of the use of the hired premises by them (Note: it is suggested that in the hirers own interest they arrange private insurance to cover all such damage)
4. The Hall does not accept any responsibility whatsoever attributable to any damage or loss by fire or theft or any other cause to any articles or other belongings brought into the building for sale, exhibition or any other purpose
5. Any equipment (including bouncy castles and soft play equipment) brought into and used at the hall is done so at the owners/hirers risk. Any injury to persons or damage to the hall caused by the equipment will be the responsibility of the hirer
6. The hirer must report all accidents causing injury to the public to the Administrator as soon as possible and complete the relevant section in the Hall's accident book, located on the kitchen notice board. Any failure of equipment belonging to the hall or brought in by the hirer 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. This is accordance with the reporting of Injuries, diseases and Dangerous occurrences Regulation 1995 (RIDDOR)
7. The Hirer shall ensure that any activities for children, young people and other vulnerable groups shall only be provided by fit and proper persons in accordance with the safeguarding Vulnerable Groups Act 2006 and the subsequent legislation. When requested the provider shall provide a copy of their Safeguarding Policy and confirmation that the relevant checks have been carried out by the DBS
8. The Hall shall not be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
9. The Hirer shall, at the expiration of the period of hiring, leave the premises in a clean and orderly state, property locked and secured. In the event of a breach of this clause the Hirer shall pay to the hall any expenses incurred, in cleaning and tidying the premises.
10. The Hall accepts no responsibility for any stored equipment or any other property brought on to, or left in, 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 otherwise fees will be charged for each day or part of each day at the hire fee for hiring until the same is removed. The Hall may, at its discretion, dispose of any items left after 7 days after the hiring, by sale or otherwise by such methods as it thinks fit and charge any costs incurred in the storage and selling or otherwise disposing of such items.
11. The premises must only be used for the purpose for which they are hired. The hirer may not sub-let or assign any portion of the building to any other persons and must vacate the premises on

expiry of the hire otherwise a charge of £15 per hour or part of an hour shall be made or £25 per hour or part of an hour if after midnight.

12. No alterations or additions may be made to the premises, nor any fixtures installed, or placards decorations or other articles be attached in any way to the any part of the premises without the prior written approval of the Administrator. Any alterations, Fixture or fitting or attachment, shall at the discretion of the hall, remain in the premises at the end of the hiring, it will become the property of the hall, unless removed by the hirer, who must make good, to the satisfaction of the hall, if any damage is caused to the hall by such removal.
13. The Hirer will be responsible of providing adequate staff, for supervision, security and running of the function. The Hirer is responsible that such staff have familiarised themselves with the operation and location of the fires extinguishers and exits.
14. The Hirer shall ensure that flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Administrator. No decorations are to be put up near light fittings or heaters.
15. The Hirer shall, if preparing, serving or selling food, observe all the 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
16. 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 management committee. Portable liquefied Propane Gas (LPG) heating appliance or other equipment shall not be used on the premises.
17. You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order and used in a safe manner in accordance with the Electricity at Work regulations 1989.
18. The hirer shall and shall ensure that the hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. Naked flames are prohibited in the hall.
19. The hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licence Authority, the Hall's fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol sold or provided or which is attended by children.
20. The Hirer acknowledges that they have received instructions in the following matters:
 - The action to be taken in the 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
 - Methods 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.
 - In advance of an entertainment or play the hirer should check the following items: -
 - That all fire exits are unlocked and all panic bolts in good working order
 - That all escape routes are free of obstruction and can be safely used
 - That the fire doors are not wedged open
 - That there are no obvious fire hazards on the premises
21. The Hirer shall be liable for and shall indemnify the hall in respect of any loss, damage or injury which may be incurred by or be done or happen to the hirer or any person or persons in his

employ of any of his subcontractors or by or to another person or persons resorting to the premises by reasons of the use of the hired premises by the hirer

22. The Hall retains the right, at its discretion to refuse to let the premises, or part, to any person or body.
23. All applications for the hire of the rooms must be made using the Hepscoth parish Hall online booking system. Where a promoting organisation is made on the booking form that organisation shall be considered the hirer, and should be considered jointly and severally liable heron with the nominated person on the booking application.
24. At the discretion of The Hall, a deposit of £50 may be required which will be refunded after the function if the premises are left in a satisfactory condition and these T 's and C's have satisfactorily complied with.
 - a. Any breakages or additional cleaning costs incurred will be deducted from this refund. The hirer shall nevertheless be liable for all such costs in excess of the sum deposited.
25. The hall is licensed for music.
 - a. The maximum number of people who may accommodated in the hall is as follow
 - b. Theatre Style 60 persons
 - c. Dinner tables 45 persons
26. The hirer should ensure the minimum of noise is made on arrival and departure. Particularly after 11pm or before 9am. The hirer shall, if using sound amplification equipment comply with any licencing conditions for the premises.
27. It is a general condition of The Hall that any hirer should be over 18 yrs of age
28. The hirer should ensure that nothing is done on or in relation to the premises in contravention of the law relating to betting gaming and lotteries.
29. 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. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age if 18yr. 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
30. The hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other for a special event, agreed to by The Hall. No animals whatsoever are to enter the kitchen at any time
31. The hirer shall not carry out or permit fly posting or any other forms of unauthorised advertising for any event taking place at the premises, and shall indemnify and keep indemnified the Halls administrator accordingly against all actions, claim and proceeding arising from any breech of this condition. Failure to observe this condition may lead to prosecution
32. Performances involving danger to the public or of a sexually implicit nature are prohibited
33. Rubbish – Our facility for waste disposal is limited, so if the bins are full, we request that the Hirer's take their rubbish away with them. If there is space, please be aware that the blue bin takes only recyclable rubbish, the green bin only takes garden waste. Any other rubbish should be placed in the black bin. All rubbish must be disposed of in the outdoor bins or removed by the hirer.
34. Any person hiring the hall is responsible for being aware of and complying with, any legislation applicable to any activity to which they are hiring the hall.
35. The booking of the hall by any hirer indicates acceptances of all these standard conditions of hire. These conditions may not be varied in any way, unless the hirer receives written approval for such from the Administrator, following sanction by Hepscoth Village Hall Management Trustees.

