HORNING VILLAGE HALL

Standard Conditions of Hire

Dated 1 March 2026.

(If the hirer is in any doubt as to the meaning of any of the following, the Booking Secretary should be consulted immediately.)

- The Trustees shall from time to time designate hire periods: at the time of issue of these Conditions, each day shall comprise three sessions of four hours per session as follows:-

Mornings	09.00 hours to 13.00 hours
Afternoons	13.30 hours to 17.30 hours
Evenings	18.00 hours to 22.00 hours.

  Hire Periods may be booked using the Lemon Booking System via the Horning Village Hall website-*https://horningvillagehall.org.*

  The Hirer shall, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangement so as to allow free access to the Hall in case of emergency.

- The Hirer shall not sub hire.

- The Hirer shall not use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or vitiate any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission from the Trustees.

- The Hirer shall be responsible for obtaining such licence as may be needed whether for the consumption of intoxicating liquor (the licence to be shown to the Secretary one week prior to the date of the hiring) or otherwise and for the observance of the same. The licence shall be displayed in the Hall during the Hirer's occupation of the premises.

- The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing, music stage plays, or other similar public entertainment.

- The Hirer shall indemnify the Trustees for the cost of repair of any damage done to any part of the property including the curtilage thereof or to the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

- Booking of all Hire Periods is by the Lemon Booking System. It is the Hirer's responsibility to ensure the details of the booking are correct by consulting the Booking Calendar on the Lemon Booking system.

- **Cancellation requests are at the Trustees' discretion. In general, cancellations will be accepted if made IN WRITING at least at least 10 full days before the day of the Hire. For the avoidance of doubt, this means that for a booking for say 12th March, cancellation will normally be accepted if received on or before the 1st March. Thereafter the full Hire Fee shall be payable.**

- At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds 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 Trustees shall be at liberty to make an additional charge. At the end of the hiring, the Hirer to be responsible for the removal of all rubbish accrued during the occupation of the premises.

- The Trustees Reserve the right to cancel hiring in the event of the Hall being required for use as a polling station for a Parliamentary or Local Government election or bye election, or at the request of Parliament or Local Government in the event of a civil emergency, in which case the Hirer shall be entitled to a refund of any deposit already paid.

- Horning Village Hall is a designated emergency refuge for Horning Primary School; in the event of an emergency declared by the Head or Principal of Horning Primary School, the Trustees will require immediate use of some or all of the facilities of Horning Village Hall and will cancel hires as necessary

for the period of the emergency in which case Hirers shall be entitled to a refund of any deposit or Hire Fees already paid.

- In the Event of the Hall or any part thereof being rendered unfit for the use for which it has been hired or is required for an election or for an emergency as set out above, the Trustees shall not be liable to the Hirer for any resulting loss or damage whatsoever.

SUPERVISION

- The Hirer, not being a person under 18 years of age, shall be in charge of, and upon, the licensed premises during the whole time that they are open for public entertainment. The person in charge shall not be engaged on any duties which will prevent him from exercising general supervision.

- There shall be a minimum of 2 persons, neither of which shall be less than 18 years of age on duty in the premises when they are being used for public events, including the person in charge. All persons on duty shall have been informed of the procedure to be adopted in case of evacuation of the premises and shall be familiar with the fire fighting equipment available.

Capacity

- The number of people on the premises shall not exceed for dancing or seated 190 for the Main Hall and 50 for the Mill Suite.

Means of Escape

- All means of exit in the premises must be kept free from obstruction and be immediately available for instant free public egress.

Outbreak of Fire

- The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Secretary

Dangerous Performances

- Performances involving danger to the public shall not be given.

Explosives and Flammable Substances

- Highly flammable substances shall not be brought into or used in any portion of the premises.
- No internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected without the consent of the Trustees.

Heating

- No unauthorised heating appliance shall be used on the premises without the consent of the Trustees.

Accidents in the Hall

- All accidents occurring on the premises MUST be reported to the Booking Secretary/ Trustees and details entered in the Accident Book (a first-aid box is available on the wall in the kitchen next to the serving hatch).

Hours of Opening

- The premises shall not be used for public entertainment except between the hours of 9.00am and 11.30pm (unless special permission has been given by the Trustees). The premises must be vacated by 12.00 midnight.

David Evans
Chairman of Trustees
February 2026

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