



*'Serving the community'*

# LIDLINGTON VILLAGE HALL

[www.lidlingtonvillagehall.co.uk](http://www.lidlingtonvillagehall.co.uk)

## Lidlington Village Hall Standard Conditions Of Hire

For the purpose of these conditions, the term HIRER shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative.

1. 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 arrangements so as to avoid obstruction of the highway.
2. The Hirer shall not use the premises 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 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 alcoholic liquor thereon without written permission and/ or a suitable licence issued by Central Bedfordshire Council.
3. The Hirer shall be responsible for obtaining such licences as may be needed, whether for the sale or supply of intoxicating liquor, from the Performing Right Society, from the Phonographic Performance Ltd or otherwise, and for the observance of the same.
4. 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.
5. All users must open and close the car park. The padlock code is **2425**. The code **MUST NOT** be left visible at any time – please scramble the combination lock. Complaints received about parking e.g., cars parked at the front of the hall on the roadside or obstructing access to local properties will result in the management committee barring you from hiring the hall for future events. This is for the safety of hall users and local residents and to ensure proper emergency access is maintained at all times.
6. The Hirer shall comply with all condition and regulations made in respect of the premises by the fire authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment.
7. The Hirer shall if preparing or selling food adheres to National Health and Hygiene legislation and regulations.
7. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner. Where appropriate a PAT sticker should be viewable.
8. The Hirer shall indemnify the Management Committee for the cost of repair of any damage done to any part of the property, including the curtilage thereof or the contents of the buildings, which may occur during the period of hiring.

9. The Hirer shall ensure that minimum noise is made on arrival and departure.
10. At the end of the hiring, The Hirer is 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 Management Committee may be at liberty to make an additional charge.
11. The Management Committee reserves the right to cancel a hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government Election or by election, in which case The Hirer shall be entitled to a full refund.
12. In the event of the Hall or any part being rendered unfit for the use for which it has been hired, The Management Committee shall not be liable to The Hirer for any resulting loss or damage whatsoever.
13. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
14. The Village Hall is a NO smoking venue. However, an ashbin is fitted to the wall outside the building.
15. The Village Hall does not have a refuse collection, therefore we ask the hirer to remove with them all rubbish/waste.
16. Keys are held by the village shop which can be obtained by showing a copy of your booking confirmation email. The Hirer is responsible for the safe and timely return of any keys used. Lost keys and the subsequent need to replace locks will result in costs being passed on to the hirer.
17. Hirers using the hall outside of the agreed hours will be invoiced for the additional time. Failure to return keys by the allotted time is also chargeable.
18. Hirers must ensure all hall users park in the car park. Failure to comply / complaints received will result in the management committee barring you from hiring the hall for future events. This is to ensure the safety of all users and protect access for local residents and emergency services. The padlock code is **2425**.
19. Hirers may wish to pay for a cleaning service. This service includes mopping, sweeping, and hovering. It does NOT include washing up, putting away crockery and cutlery, removal of waste or stacking chairs and tables as these are the responsibility of the hirer. Failure to adhere to this will result barring you from hiring the hall for future events
20. Losses incurred as a result of cancellation of bookings due to hirers failing to adhere to communicated deadlines for payment (including but not limited to fees charged by caterers, entertainers and bouncy castle hire) remain the responsibility of the hirer.
21. No celotape or blue tac is allowed on the walls. Hooks are there so bunting/decoration can be hung without damaging the paint work.