

Hirers' Responsibilities

Thank you for hiring Lidlington Village Hall, we hope your event is successful.

The Hall is run by a team of volunteers from the village, for the use of local residents. Please be considerate to other villagers. Firstly, we kindly ask that you as the Hirer(s):

- ✓ Read the Standard Conditions of Hire below, prior to hiring; these are all equally important and in no particular order.
- ✓ Familiarise yourself with the location of fire exits and fire extinguishers.
- ✓ Keep all exits clear during your visit.
- ✓ Do not use sellotape to affix anything to the walls or ceilings; please use the hooks provided on the wall, or use blu-tack, but please remove all traces after use.
- ✓ Switch off lights and air conditioning as you leave the hall.

Finally, please leave the hall in a good state for others to enjoy. This helps keep our costs down, which will be reflected in keeping the hire charges as low as possible.

Lidlington Village Hall Management Committee (LVHMC)

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 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. The Hirer shall reimburse LVHMC for the cost of repair of any damage done to any part of the property.

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.

3. The Hirer shall be responsible for obtaining such licences as may be needed, whether for the sale or supply of alcohol, from the Performing Rights Society, from the Phonographic Performance Ltd or otherwise, and for the observance of the same. The licensable activities for which a Temporary Events Notice (TEN) is required are: the sale by retail of alcohol; the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club; the provision of regulated entertainment; and serving hot food or drink between 11pm and 5am. If you are uncertain whether or not the activities that you propose are licensable, you should contact Central Bedfordshire Council for further advice or to request a TEN through the link below:

https://www.centralbedfordshire.gov.uk/info/59/licensing/36/alcohol_and_entertainment_licensing

The Green Man Public house may be able to assist you with this. Lidlington Village Hall does hold a Performing Rights Society Licence which permits the use of copyright music in any form (e.g., record, compact disc, tapes, radio, television or by performers in person).

4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to exchange of money through gaming, gambling, betting and lotteries.

5. All users must open and close the car park to allow guests to use it. The padlock code is shown on a

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Registered Charity, No: - 1072585

tag attached to the Hall door key. The code MUST NOT be left visible at any time; please scramble the combination lock after opening and closing the carpark. Complaints received about parking (e.g., cars parked at the front of the hall on the High Street or obstructing access to local properties in Whitehall) may result in a charge being made and LVHMC barring you from hiring the hall for future events. This is for the safety of hall users and local residents and to ensure that 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.

7. The Hirer shall, if preparing or selling food, adhere to National Health and Hygiene legislation and regulations.

8. 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.

9. The Hirer shall ensure that **minimum noise** is made on arrival and departure, and that they are considerate of the neighbours in relation to noise.

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 back where they were. Otherwise, LVHMC reserves the right to make an additional charge.

11. LVHMC 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 of any hire charges already paid.

12. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989

13. The Village Hall is a NO smoking venue. However, an ashbin is fitted to the wall outside the building.

14. The Village Hall does not have a refuse collection, and therefore we ask the hirer to ensure **the removal all rubbish/waste/spare food & recycling**. Please DO NOT use the bin outside the front of the hall. Additionally, please be aware that our standard cleaning between hirers does NOT include washing up, putting away crockery and cutlery, or stacking chairs and tables. These are the responsibility of the hirer. Failure to adhere to this may result in a charge.

15. **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 a charge.** Failure to return keys by the allotted time is also chargeable. Hirers using the hall outside of the agreed hours will be invoiced for the additional time.

16. 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.

17. **BOUNCY CASTLES & SLIDES brought into the Hall are solely the responsibilities of the Hirer. Our insurance does not cover these items and we do not accept any liability arising out of these items whilst they are in or on the premises during your hire. You are advised to make sure that the provider of the equipment you are hiring is appropriately insured.**