Orlingbury Village Hall Terms and Conditions for Hire

Orlingbury Village Hall is a registered Charity No. 275595; its Trustees form the management committee who are referred to in this agreement as the Village Hall. The person or organisation booking the hall is referred to as the Hirer.

# Standard Conditions of Hire

These Standard Conditions apply to all hiring of the premises. If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay. E-mail susan.cole@icloud.com,

1. The Hirer must be a person over 18 years of age who accepts responsibility for always overseeing and being on the premises during the period of hire ensuring, that all the Terms and Conditions of hire are meet.
2. The Hirer must include 30mins pre-event for setting up and 30 mins post event for clearing away when calculating period in hall.
3. The Hirer must pay the invoice for hire 7 days prior to hire (on return of booking confirmation). Our invoice will include all payment options.
4. The Hirer is responsible for:
5. supervision of the premises, the fabric, and the contents.
6. care of the premises, safety from damage however slight or change of any sort.
7. supervision and behaviour of all persons using the premises whatever their capacity, including car parking arrangements to avoid obstruction of the pathways and highways and causing a nuisance to residents.
8. ensuring that the minimum of noise is made on arrival and departure, particularly late at night.
9. no smoking or vaping takes place on the premises as directed by the Health Act 2006. The Village Hall has provided a cigarette box outside the main entrance door which should be used.
10. ensure there are no illegal drugs or criminal behaviours allowed on the premises.
11. all waste bins are emptied, new bin bags left, and waste disposed of in the wheelie bins outside the hall.
12. Tables and chairs cleaned and stored safely on racks provided. (j) Floors swept

5.The Hirer must not use the premises for any purpose other than that described on the booking form and must not sub-hire or allow the premises to be used for any unlawful or unsuitable purpose. 6. The Village Hall has a Premises Licence authorising regulated entertainment and licensable activities, that include types of singing, dancing and music but it is the Hirers responsibility to check that if required by law, further licencing is obtained and shared with The Village Hall prior to an event. For example, bringing in equipment such as a Bouncy Castle or consumption and sale of alcohol These activities must be declared on the booking form and written permission from the Village Hall given.

7. The Hirer is liable for:

1. costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence.
2. costs arising from accidental and malicious loss or damage.
3. all claims, losses, damages and costs made against or incurred by The Village Hall, our volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment).
4. all claims, losses, damages, and costs made against or incurred by The Village Hall because of any nuisance caused to a third party because of your use of the premises.

(ii) The Village Hall has adequate insurance for the premises and contents which is annually reviewed, and the Certificate of Insurance is displayed in the hall.

1. The Hirer must ensure that nothing is done on or in relation to the premises in contravention of UK law relating, e.g. gaming, betting, and lotteries.
2. The Hirer must ensure that any activities for children, young people and adults at risk, are only provided by fit and proper persons in accordance with the Children Acts 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and the Working Together to Safeguard Children 2023.

The Village Hall has a Safeguarding Policy which must be shared and followed.

When requested, you must provide us with a copy of your Safeguarding Policy.

All steps must be taken to prevent harm and to respond appropriately when harm does occur.

1. The Hirer must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Village Hall Risk assessment.
2. You must call the Fire Service to any outbreak of fire, however slight, and give details to The Village Hall.
3. The Hirer must know the location and use of fire equipment on the premises.
4. Escape routes and the need to keep them clear.
5. Method of operation of escape door fastenings.
6. Exit signs are illuminated.
7. No naked flames, explosives, inflammables, or fireworks are brought onto the premises.
8. Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
9. The Hirer must check that any fire doors are not wedged open.
10. Location of the first aid box.

11. The Hirer must, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.

12.the Hirer must ensure that any electrical appliances brought onto 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.

**(a) electrical sockets to the hall WiFi and all heaters must be left ON.**

13. The Hirer must report to The Village Hall as soon as possible any failure of our equipment and accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book.

14.The Village Hall accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring.

Approved by OVH management Committee 28/8/25