



Registered Charity No. 1198220

CONDITIONS OF HIRE

1. If booking ad hoc via the website, the hirer agrees to pay in full to secure the booking of the Hall. For regular hirers, payment for their usage will be invoiced monthly in arrears.
2. The owner would not normally request the payment of a refundable deposit (to cover damage) with regular hirers of the hall, however does reserve the right to do so under certain ad hoc circumstances. If this applies to your booking, the owner will contact you to discuss. See also Teenage Parties (section 20)
3. Payment will not be refunded should the hirer give less than two weeks notice of cancellation. The owner can waiver or shorten this period by agreement with the hirer, should certain circumstances prevail.
4. No person under the age of 18 is permitted to hire the Hall.
5. The owner will make sure the Hall is handed over to the Hirer in good time and in clean condition on the date of the hire.
6. The Hirer agrees to reinstate the Hall to this condition before leaving on the date of the hire and also agrees to indemnify the Owner against any costs incurred should the Hirer fail to observe this condition. The Owners reserve the right to accept bookings only from those they consider to be proper and responsible people.
7. Hirers are responsible for the removal of all rubbish and waste generated during their hire period. All refuse must be taken away from the premises at the end of the hire. The Village Hall does not provide waste disposal facilities for hirers.

8. Should the hirer need access to the Hall to prepare for an event, activity etc or likewise remove belongings after the event; this will constitute part of the hiring arrangement and will need to be booked and paid for in accordance with the current rates as dictated by the duration, time of day and day of week of this access.
9. Although the kitchen facilities form part of the hire, this does not include the use of crockery or glasses, the supply of which will be the responsibility of the Hirer.
10. The Owner's current Premises License does not include the sale of alcohol. In this event, a Temporary Event Notice (TEN) needs to be submitted to the Licensing Authority and approved (If you plan on selling alcohol). Since the Owner is only allowed a limited amount of TENS per annum; the use of a TEN can only be progressed at the Owner's discretion, who, in turn reserves the right to decline this facility for a Hirer. The Owners would normally expect the Hirer to raise the required TEN for the sale of alcohol and to provide the supervisor as defined in TEN application.
11. If the alcohol is *not being sold at all*, then you are able to hold your event without the need for a TENS. You will still need to ensure that someone is responsible for the safe supply of alcohol, for example, the Magistrates Court can issue fines for anyone knowingly allowing the consumption of alcohol on the premises by children. Additionally we would expect the hirer to ensure that no unacceptable drunken behavior is allowed.
12. In compliance with Section 28 of the 2006 Health Act, no smoking is permitted anywhere in the Hall. Those wishing to smoke outside the premises are asked not to discard cigarette ends, wrappings etc in the flower beds, onto the ground or anywhere likely to cause a fire risk.
13. The Owner has carried out a fire risk assessment in compliance with the Regulatory Reform (Fire Safety) Order 2005. This has highlighted a need for Hirers to be aware of fire protection and escape plans; the Hirer's attention is drawn to this via the plan which is also posted inside the Hall.
14. The Owner has the responsibility of testing all fixed and portable equipment inside the Hall. Hence if the Hirer is to use his own portable electrical equipment (e.g. amplifiers) these should have a current Portable Appliance Test certificate.
15. Children under the age of 12 should not be left unaccompanied for any amount of time; and the activity for which the Hall be hired should be supervised by at least one adult . The Hirer needs to ensure that "adult activity" e.g. showing of films with various adult classifications excludes children of the inappropriate age category. Activities for children below the age of eight years must comply with the 2004 Children Act.

16. Whilst at all times the Owner will use it's best endeavors to make sure the Hall's in a safe condition and that its legal requirements are fulfilled, the Owner accepts no responsibility for any damage, injury or loss sustained by the Hirer arising out of their use of the Hall.
17. The Owner agrees to supply free of charge such power, light and water as installed in the Hall as the Hirer may require during the period of hire.
18. The Premises License summary is posted on the Internal notice board. All events must cease by 2400hrs on Friday and Saturdays and 2330hrs on other days. All music should cease before these times and the Hall vacated after these times as quickly and quietly as possible, bearing in mind the close proximity to residential property.
19. The maximum capacity of the Hall is 100 persons. For this number a MINIMUM of 2 adult attendants must be supplied, occupied exclusively in checking entrances, potential hazards etc.
20. Teenage Parties: The Owner has a good record of co operation with the Hirer for these events, plus a minimum of complaints from local residents. For many reasons the Owner wishes to retain this situation. Hence for Teenage Parties the following will apply:
 - A larger refundable deposit may be required to cover potential damage which will be communicated before any booking is confirmed.
 - Invitation only arrangements.
 - Good and continuous adult supervision. This should cover the Door, Toilets, Outside Area and the Hall itself. Once the event has ended the outside area should be staffed to ensure all leave locality as soon as possible with minimal disruption. Attendants should be equipped with mobile phones.
 - Arrangements to stop the smuggling of alcohol into the Hall.
 - Ensure all are briefed on escape plan which can be found posted inside the hall as well as available on our website.
21. Please note that the Village Hall does not hold a TV Licence. Therefore, it is strictly prohibited to watch or stream live television or use BBC iPlayer on any device within the premises. Hirers must ensure that no such activity takes place during their hire.