

## EASTERTON VILLAGE HALL Conditions of Hire

1. The Hirer will, during the period of hiring, be responsible for supervision of the premises and the behaviour of all persons using the premises whatever their capacity. Unless agreed otherwise by the committee, any evening hiring will cease with the premises vacated and secured by 2330 hrs. Random checks may be made by a committee member.
2. The Hirer will, during the period of hiring, be responsible for securing the premises should they be temporarily vacated for any period during the hiring.
3. The Hirer shall indemnify the committee for the cost of repair of any damage done to any part of the premises or the contents which may occur during the period of the hiring and/or as a result of the hiring. In addition to the hiring fee a returnable deposit will normally be required. This deposit must be lodged prior to commencement of the hiring. It will be refunded in full or in part after inspection. **The deposit will be forfeited if the hiring time in 1. above is exceeded, or the contracted hiring time is exceeded.**
4. The Committee reserves the right to cancel a hiring without explanation, prior to the hiring date if, in the opinion of the committee, it is considered undesirable for the hiring to take place. The committee requires at least 7 days' notice of cancellation of a booking.
5. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
6. The Hirer must ensure that overcrowding is not permitted. The hall is licensed for the following maximum numbers of persons: 150 seated, 200 standing. The Premises Licence Summary (Licencing Act 2003) is posted in the hall showing the licensable activities so authorised. Any activities outside the scope of this Premises Licence (e.g: showing a film) must be the subject of a Temporary Event Notice obtained from Wiltshire Council.
7. Fire Exits must be kept clear and unlocked whilst the hall is occupied, and hirers are responsible for ensuring that all users are aware of the fire exits and where to gather (on the field) in the event of an emergency.
8. No unauthorised use shall be made of any permanent installation in the hall.
9. The committee reserves the right to enter the hall during a hiring. If in such an instance it is found that the hall is being used contrary to reasonable practice, the hall will be cleared and the function stopped. The deposit and hiring fee will be forfeit.
10. No vehicle whatsoever shall be allowed on the field without prior approval.
11. The hall and field are not available for the letting off of fireworks.
12. The provision of washing up liquid, cloths or tea towels, are hirers responsibility.  
**At the end of the hiring the hirer shall be responsible for leaving the premises in a clean and tidy condition, properly locked and secured, any contents temporarily removed from their normal positions properly replaced and any key(s) duly returned, otherwise the committee shall be at liberty to retain all or part of any deposit paid or to make an extra charge.**  
**ANY RUBBISH PRODUCED DURING THE HIRING IS TO BE REMOVED BY THE HIRER. No pins or staples are to be used in visible positions and must be removed at the end of the hiring NB no sellotape to be used on walls.**

Full details of "How to operate facilities" are available separately but the following end of hire checklist MUST BE OBSERVED:-

- A) Garden room and storage room lights to be switched off on leaving.
- B) Kitchen and bar area - switch off water heater and chiller cabinets
- C) Leave ON the heating switches in both the main hall and the garden room.
- D) Switch off kitchen and bar area lighting together with Main Hall (including coloured lights) and entrance hall on departure.

**NOTE:** The use of the word Premises means the hall, complete with contents, Play Area, Field and Car Park.

Completion of the booking arrangements shall be indicative of acceptance of the above conditions and understanding of the Management Committee's statement concerning the **General Data Protection Regulations**:- The GDPR law came into force on 25<sup>th</sup> May 2018. In short, this law affords better protection to your personal data and what organisations such as us can do with it.

We, the village hall's committee of management trustees, lawfully collect data on receipt of every successful application for the use of Easterton's Village Hall, its facilities and equipment, including the car park and recreation field. Data will normally include your name, address and contact details whether phone numbers or email addresses. Your data is usually restricted to a computer software record of your hiring. Sometimes email software may be utilised, especially where a continuous or regular hiring agreement is made.

We DO NOT SHARE your data with any third parties or other organisations. Data is only stored in the UK.

We may keep your data stored for up to seven years as a legitimate record of your contract with the Village Hall Committee.

You have the right to access your details held and the right to have any electronically recorded personal data removed on cessation of our legitimate interests. Electronic data is stored on private computers protected by password access and security systems.

Finally – you have the right to submit complaints to the Information Commission Officer.

