



## **STANDARD CONDITIONS OF HIRE**

These conditions apply to all hiring of the village hall

1. The Hirer, not being a person under 21 years of age, accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions under this agreement relating to the management and supervision are met.
2. The Hirer shall during the period of the hiring, be responsible for; supervision of the premises, the fabric and the contents; their care, safety from damage; and the behaviour of all persons using the premises including supervision of car parking arrangements. As directed by the Booking Secretary,
3. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.
4. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement or allow the premises to be used for any unlawful purpose, nor to allow the sale of alcohol thereon without written permission.
5. 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.
6. Smoking is not permitted on the entire site and the Hirer shall ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006.
7. No dogs are permitted in the premises except assistance dogs.
8. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority or otherwise particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. It is the Hirer's responsibility where alcohol is to be sold to ensure the necessary licence is in place and displayed. No alcoholic drink may be left at the hall overnight.
9. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
10. A Fire Steward shall be appointed by the Hirer who must familiarise him/herself with the Fire Safety book kept in the kitchen area to ascertain how best to deal with an emergency. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof given to the Booking Secretary.
11. The Hirer shall if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. If using the kitchen the Hirer shall provide all cleaning materials and tea towels.
12. The Hirer must report all accidents involving injury to the public to the Booking Secretary as soon as possible and must record such events in the accident book kept in the kitchen.
13. The Hirer shall ensure that in order to prevent disturbing neighbours and to stave off violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Any person who is suspected of being drunk, under the influence of drugs, or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.



14. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, chairs and tables to be put back as found and **all refuse to be removed** and all properly locked and secured unless directed otherwise.

15. The Hirer shall ensure that the **minimum of noise is made on arrival and departure**. The Hirer shall, **if using sound amplification equipment, ensure it is not played so loud as to cause a disturbance to neighbouring properties and to keep all doors and windows closed whilst the music is being played**. If live or recorded music is to be played the Hirer must either produce a current PLL Licence covering the event, or pay an additional fee towards the Village Hall music licence. **No music shall be played after 11.30pm and the hall must be vacated by midnight**. Breach of these conditions will result in forfeiture of all or part of the deposit.

16. If the Hirer brings any electrical equipment into the hall that equipment must have a valid Portable Appliance Test Certificate. That includes extension leads, microphones, amplifiers and chargers.

17.. No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior approval of the Booking Secretary.

August 2018