

# BACONSTHORPE VILLAGE HALL MANAGEMENT COMMITTEE

## Registered Charity No. 292557

### Terms & Conditions of Hire

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. (If the Hirer is in any doubt as to the meaning of the following, the Bookings Clerk should immediately be consulted.)

1. THE HIRER will, during the period of the hiring, be responsible for 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.
2. THE HIRER shall not use the premises for any purpose other than that described on the booking request form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without permission.
3. THE HIRER shall be responsible for obtaining any additional licences (over and above the basic PRS and PPL licences held by Baconsthorpe Village Hall) as may be needed from Phonographic Performance Ltd, from Video Performance Ltd or otherwise and for the observance of the same.
4. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Village Hall Health & Safety Policy. There Shall be NO smoking in the Hall, associated building or grounds. Fire exits must be kept clear at all times. The assembly point is the Car Park across the road from Village Hall. In the event of a fire, the Fire Services should be called immediately on **999**. The HIRER should know how many people are present in their group and is responsible for making them aware of the correct procedure in case of fire.
5. You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).
6. THE HIRER shall, if preparing, serving or selling food observe all relevant food hygiene legislation and regulations. No food or drink can be left on the premises.
7. 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.
8. IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to secure a replacement booking, the payment or the repayment of the fee shall be at the discretion of the Committee.
9. THE COMMITTEE reserves the right to cancel this 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 refund of any deposit already paid.
10. THE HIRER shall ensure that the minimum of noise is made on arrival and departure, Events will close no later than 11.00pm
11. THE HIRER shall ensure that no dogs except guide dogs are brought into the hall unless agreed by the committee.
12. AT THE END of the hiring, the HIRER shall be 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. Otherwise the Committee may make an additional charge. The HIRER'S responsibility is to make sure that all fire doors, windows are closed, all doors are securely locked and any heating and ALL lights are switched OFF including the toilets at the end of the hire period.
13. 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. All rubbish should be placed in the Rubbish & Recycling Bins provided after your event.
14. CAPACITY: The hall can accommodate a maximum of 100 people in safety. The HIRER is responsible for ensuring that this figure is not exceeded.