



GLOOSTON VILLAGE HALL

HALL HIRE - TERMS & CONDITIONS

Valid From: 1st July 2019

Booking Conditions

All bookings must be made through the Booking Secretary and a Booking form completed. The period of hire must include the time to set up and clear down the hall. Full payment is required at the time of booking. The village hall committee reserve the right to make an additional charge to cover our costs if the **End of Hire** conditions set out below are not fully complied with. Payment for hall hire is forfeit for bookings cancelled within four weeks of the date of the event.

Supervision

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 however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Booking Secretary, 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.

Use of the Hall

PURPOSE: THE Hirer shall not use the premises for any purpose other than that described in the hiring agreement 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 Nor allow the serving of alcohol on the premises without prior arrangement and payment of the licence fee.

ALTERATIONS: 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 prior approval of the Booking Secretary. The hirer agrees to make good to the satisfaction of the Village Hall Committee any damage done by any fixture or its removal.

ANIMALS: No animals, except guide dogs, are to be brought into the premises without the prior permission of the Booking Secretary. No animals whatsoever are to enter the kitchen at any time.

Health & Safety

REGULATIONS: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, The Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays .

FIRE SAFETY: The Hirer should acquaint themselves with :

1. The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
2. The location and use of fire equipment.
3. Escape routes and the need to keep them clear.
4. Method of operation of escape door fastenings.

ELECTRICAL APPLIANCE SAFETY: The Hirer shall ensure that any electrical appliances brought and used on the premises there shall be safe, in good working order, and used in a safe manner .

FLAMMABLE SUBSTANCES: The hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Village Hall committee. No decorations are to be put up near light fittings or heaters. No naked flames (except birthday candles)

Hall Capacity & Hours of Use

The Hirer is advised that the maximum capacity of the hall is 80 persons although this can be exceed if the outside area is also used.. The Village Hall will normally be available for hire between 9 am to 10:30 pm Sunday to Thursday, and 9 am to 12.00 pm on Friday and Saturday throughout the year, not including the time taken to set up and clear away.

Compliance with the Children Act

THE HIRER shall ensure that any activities for children under twelve years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.

Indemnity

THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against them (or the organisation if acting as a representative) whilst using the Village Hall. (The Village Hall is insured against any claims arising out of its own negligence).

Cancellation by the Hirer

If the Hirer cancels the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the Village Hall may, at their discretion, require a further payment of hire fees or withhold part of the deposit and hire charge already paid.

Cancellation by the Village Hall

The Village Hall reserves the right to cancel a hiring by written notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Village Hall reasonably consider that: such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or the Premises have become unfit for the use intended by the Hirer. In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Village Hall shall not be liable for any resulting direct or indirect loss or damages.

End of Hire

The Hirer will be responsible for:

1. Leaving the premises and surrounding area in a clean and tidy condition.
2. Ensuring that tables are folded and returned to the store room and chairs are stacked and placed around the edge of the room .
3. Checking that heaters and electrical appliances, including cookers lights and projector are switched off.
4. Washing up all crockery, cutlery and glasses used and the dish washer emptied.
5. Ensuring that all rubbish is bagged and removed from the site.
6. Laundering and returning any linen used e.g tea towels, table cloths, or a charge will be applied.
7. Ensuring that all internal doors are closed, the external doors and windows are closed and locked at the end of the event and that the building is left in a safe condition, with particular regard to FIRE.
8. Removing unsold items from sales or raffles.
9. Ensuring that the keys are returned to the Key Box, which is then locked, at the end of the hire period.