

## **Standard Conditions of Hire – Hadstock Village Hall**

*For the purposes of these Conditions, the term Hirer means an individual Hirer, or where the Hirer is an organisations, its authorised representative. References to the Committee mean the Hadstock Village Hall Management Committee, and references to the period of hire include any permitted period of prior access for the purpose of making preparations.*

1. The number of people allowed in the Village Hall at any one time must not exceed 90.
2. The Hirer shall not use the Hall for any purpose other than that described in the Hiring Agreement, and shall not sub-hire, or use the premises to allow the premises to be used for any unlawful purposes or in any unlawful way, or do anything or bring onto the premises anything which may endanger the Hall or render invalid any insurance policies in respect thereof.
3. The Hirer shall ensure that nothing is done on or in relation to the premises, in contravention of law relating to gaming, betting and lotteries.
4. The Hirer must ensure that any activities for children, young people or 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}. Children must be kept out of the storeroom area.
5. The Hirer shall if preparing food, observe all relevant food health and hygiene legislations and regulations.
6. The Hirer shall be responsible for obtaining such licences/ Temporary Event Notices as may be needed whether for the sale or supply of intoxicating liquor, or from the Performing Rights Society, or from Phonographic Performance Ltd, or otherwise.
7. The Hirer shall not bring onto the premises any electrical appliance without prior permission and must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
8. You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.
9. You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises and that no other animals are brought into the Hall.
10. The Hirer shall be responsible for the care of the Hall and its contents, and the good behaviour of people using the premises, including supervision of the car park, avoiding parking on the churchyard and obstructing the access road to the Hall and Village Green. **The Hall must be vacated by 11.55pm.**
11. The Hirer shall ensure minimal noise on arrival and departure in the vicinity of the premises, including the access road and the Village Green, so as to avoid disturbance to inhabitants of Hadstock and congregations in the church.
12. **The Hirer shall ensure that all fire exits are unlocked**, are kept free from obstruction, and should become acquainted with the layout of the building and surroundings, so as to ensure the evacuation of the premises in the case of fire.
13. Heating will be programmed by the Village Hall Committee. Extra heating is available using the overhead heaters. The control switch is in the utility area. You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent.
14. Bouncy Castles or other large inflatables may not be used.

15. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a tidy condition, properly locked and secured, with any contents temporarily removed from their usual positions replaced: otherwise the Committee shall be at liberty to make an additional charge.

In particular, but without prejudice to the above, as there is **currently no regular refuse collection from outside the Village Hall, the Hirer shall:**

\*Ensure that all toilets and washbasins are left clean and properly flushed. Used nappies must be removed, not left in the Baby Changing toilet.

\*Leave the premises swept and tidy. Please report any breakages or malfunctioning equipment to the Booking secretary.

16. Remove all waste food and other rubbish including bottles and dispose of them elsewhere.16. The Hirer may be asked to indemnify the Committee for the cost of cleaning, repair of any damage done to any part of the property, grounds and contents, as a result of the hiring.

## Hiring Agreement – Hadstock Village Hall

**Period of Hire:** [*Prior access for preparations should be included in the hire period.*]

Date.

### **Purpose of Hire -**

**Hiring Cost - hourly rate £8 for Villagers, £12 non-Villagers.** To be paid in advance as cash, cheques payable to Hadstock Village Hall or payment directly into our Barclays account: Name – Hadstock Village Hall, Sort code – 20 74 05, Account number – 90437239)

**Deposit** (Not for Village residents) A deposit of £100 is required. If there are no costs incurred for cleaning or breakages this will be returned after the Hall is inspected.

**Cancellations** If the Hirer wishes to cancel the booking, no charge will be made providing 14 days notice is given; failure to do so will result in a charge of half of the hiring fee being made.

The committee reserves the right to cancel a hiring agreement at any time either before or during the term of the agreement, upon giving seven days notice in writing to the Hirer. In which case the Hirer shall be entitled to a refund of any monies paid, but the Committee cannot be responsible for any additional expenditure caused to the Hirer as a result.

### **Agreement**

The Committee agrees to permit the Hirer to use the premises subject to the conditions of this agreement and its Standard Conditions of Hire.

You, the Hirer, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

Unless otherwise stated, the hiring shall consist of the whole Village Hall building, including use of the car park, the garden, toilets, kitchen equipment and china. Tea towels and some tablecloths are available but must be laundered and returned if used.

The Hirer acknowledges that the use of the Village Hall, grounds, garden and all equipment shall be entirely at the Hirer's risk, and that the Committee will not accept liability for injury to the Hirer, persons attending the Hirer's events or any third party, nor any loss or damage to the property, clothing or vehicles of such persons.

*Signed by Hirer*

*name*

*address and phone / email*

*signed by representative of Village Hall Committee*

*date*

**Directions – Postcode CB21 4PH and GPS N52 04.741, E 000 16.424**

See website for more details.

## **Thank you for your help in keeping Hadstock Village Hall a clean and attractive place for us all to hire.**



Please use this check list to ensure you leave the hall in a clean and tidy condition after hiring, sign it and leave in the outside post box.

**Rubbish** – All waste food and other rubbish including bottles should be cleared and removed from the site. (There is no rubbish collection from the village hall.)

**Toilets** – All toilets should be clean and properly flushed and washbasins left clean. Lights switched off.

**Hall** – Please return all tables and chairs to the store room. The chair mover will carry up to 6 chairs. The hall and committee room floor should be swept and left tidy. (*Cleaning services may be available on request for an extra charge*)

**Garden /Outside**– Please return the parasol to the store room and cover the pipe it stands in to avoid water collection. Make sure the doors to the garden, the level access door by the disabled toilet and side door by the gents are closed and locked securely.

### **Kitchen** –

The cooker turned off and **switched off at the wall**. (2 red switches)

The fridge should be turned off at the socket.

All crockery and cutlery should be washed and stored.

Tablecloths and tea towels used – please wash and return.

(*Cleaning services may be available on request for an extra charge*)

**Finally** – Please make sure **all lights** are switched off not forgetting the kitchen, storeroom and toilets.

**Close and Lock** the front door securely and return the key as arranged.

Any breakages, damage or malfunctioning equipment should be reported.

Signed and dated:

