

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 organisation, 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 note that the kitchen is suitable for heating and serving food but NOT preparation using raw materials. All relevant food health and hygiene legislations and regulations should be followed.
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. The hirer will ensure that in accordance with the Licensing Act 2003 alcohol is not sold to those under the age of 18. Also that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
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.

Hadstock Village Hall Committee.

Revised 8th March 2020

