

**Hadstock Village Hall – Registered charity No. 301325.**  
**Directions – Postcode CB21 4PH and GPS N52 04.741, E 000 16.424**

**HIRING AGREEMENT**

The Committee agrees to permit the Hirer to use Hadstock Village Hall, subject to the conditions of this agreement and its Standard Conditions of Hire.

Unless otherwise stated, the hiring shall consist of the whole Village Hall building, including use of the car park, the garden, toilets, kitchen equipment, cutlery and china. Tea towels and some tablecloths are available but must be laundered and returned if used within one week. The maximum capacity of the Hall is 90 and chairs and tables are provided. Outside furniture is also available but must be returned to our storage shed after use.

Hiring Fees: From 1.4.26

Please note that, if you are hosting a party or other group gathering, we require a deposit of £100 one week before your booked date. This will be returned once the hall has been checked for damage and cleanliness.

For Hirers living in Hadstock we charge an hourly rate of £15.00.

For Hirers who do not live in Hadstock, we charge an hourly rate of £18.00.

When the Hirer is hosting a fund-raising charity event, we will reduce the appropriate rate by £2 per hour.

For a full day booking we will charge for 12 hours at the appropriate rate.

If you wish to hire the Hall for Commercial purposes, or to make block bookings, please contact us for details.

Please note that these rates may be subject to an annual review but prices agreed for single lettings, prior to any increase, will be honoured.

Payments, by Bank transfer, must be made at least one week in advance of the start of your hire period into our Barclays account:

Name – Hadstock Village Hall, Sort  
code – 20 74 05,  
Account number – 90437239)

We will refund any deposit within 28 days of the termination of the period of hire provided that all rubbish has been removed, no damage or loss has been caused to the premises and/ or contents, no complaints made to us about noise or other disturbance as a result of the hiring.

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.

Regular, weekly hirers who wish to cancel must advise us more than 24 hours in advance of their booking.

Please note that our internet connection is essential for programming our heating each week but our data package is not unlimited. If you wish to use our wi-fi to run something

during your hire, please let us know as we may need to charge you £10 - £15 for a top up.

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.

Please give your details and your required Hire period below.

Your Name:

Address:

Telephone and email:

Date(s) required:

Time / Hours required:

Details of the event:

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. Please ensure that you read our risk assessment for hirers.  
If you intend to use Inflatables or a Bouncy Castle, it is important to read our specific Risk Assessment for their safe use.

The Hirer agrees to the Conditions referred to below in particular Paragraph 16 End of Hire.

Signed by Hirer name

address and phone / email

signed by representative of Village Hall Committee date

### **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.

**If you are in doubt as to the meaning of any of the conditions, you must seek clarification from us without delay**

### **Safeguarding Statement**

In accordance with the Safeguarding Vulnerable Groups Act 2006 and Working Together to Safeguard Children Statutory Guidance 2023, the hirer must

ensure that any activities for children, young people or other vulnerable groups are only provided by fit and proper persons. Outside entertainers should be asked for proof of safeguarding training and produce an up to date DBS certificate or similar.

Children must not be allowed in the storeroom and are not permitted to go outside the boundaries of the hall garden.

Any photographs taken at an event, that clearly identify a child or group of children, will not be permitted to be uploaded onto the village hall website.

### **Accidents and emergencies.**

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. You must call the Fire Service to any outbreak of fire, however slight, and give details to our Bookings Secretary. Emergency service contact details are on the notice board in the entrance with our 3 word code:

**HAWKS.SAPPING.HONEYBEES**

There is a defibrillator in the telephone booth on the Green. There is a First Aid Kit in the Kitchen.

If it is necessary to evacuate the building, everyone in the hall should assemble in front of the church door to check that no-one is left in the building.

A copy of our Risk Assessment for Hirers will be sent to you with this form.

#### 1.The Hirer

You, 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.

2. Supervision During the period of the hiring, you are responsible for: supervision of the premises and prevention from damage to the fabric and the contents; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid accidents in the car park, on church path or obstruction of the highway.

As directed by us, you must 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.

#### 3. Use of premises

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.

The number of people allowed in the Village Hall at any one time must not exceed 90.

#### 4. Gaming, betting and lotteries.

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.

#### 5. Food, health and hygiene.

The Hirer shall note that if preparing, serving or selling food, observe all relevant food health

hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. Please note there are no scissors or bread knives in the hall. This complies with Health and Safety regulations.

## 6. Licensing

The Village Hall Committee (VHC) now has a Premises License and can therefore provide a pay bar for events. All proceeds would go to VH funds unless the VHC agrees otherwise. Please speak to a member of the VHC if you would like to have a pay bar. You are still welcome to apply for a TEN for your own pay bar if you wish. (See below)

The Hirer shall be responsible for obtaining such licenses/ 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.

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

## 7. Electrical appliance safety

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 less than 12 months old [with a receipt] or covered by a current PAT certificate, in good working order, and used in a safe manner. The fuse box is located in the Utility room.

## 8. Smoking and Vaping

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. The Committee extends these rules to vaping.

## 9. Animals.

You must ensure that only Guide dogs, Hearing dogs and assistance dogs with owners are allowed on the premises and that no other animals are brought into the Hall. Well-behaved dogs on leads may be brought into the garden on Pub Nights during the summer. Please ensure that you clear up after your dog. There are no bins available for this purpose on the premises.

## 10.Noise

The Hirer shall be responsible for the care of the Hall and its contents and should ensure minimal noise on arrival and departure in the vicinity of the hall, including the access road and the Village Green, so as to avoid disturbance to inhabitants of Hadstock and congregations in the Church.

Drunk and disorderly behaviour is not permitted either on the premises or its immediate

vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the licensing Act 2003. The Hall must be vacated by 11.55 pm.

#### 11. Stored equipment.

We accept no responsibility for any stored equipment or other property brought on to or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property (other than agreed stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of day at the hire fee per hiring until the same is removed.

#### 12. Heating.

Heating will be programmed by the Village Hall Committee and the controls should not be changed. Extra heating is available using the overhead heaters and their control switch is in the utility area. You must ensure that no unauthorised heating or cooling appliances are used on the premises when open to the public.

13. Small Bouncy Castles or other Inflatables, no more than 3m x 3m and 2.7m tall [10 feet x 10 feet and 9 feet tall], may be used inside the hall only. Please see our Bouncy Castle Risk Assessment for details of your responsibilities for their supervision. We will ask for confirmation of the item you intend to use before we confirm your booking.

**Please note that no Inflatables or Bouncy Castles are allowed in the garden or surrounding areas.**

15. Posters and decorations must not be attached directly to any of the walls as they damages the plaster. Hooks are provided on the wooden picture rails only. Blu - tack may be used only on the doors. Stepladders must be used in a safe manner, with hirers working in pairs.

**16. ALL WASTE, INCLUDING USED NAPPIES, SANITARY NAPKINS AND PAPER TOWELS MUST BE REMOVED AT THE END OF YOUR HIRE. FAILURE TO COMPLY WILL RESULT IN A FURTHER CHARGE OF £10.**

As there is no rubbish collection from the Hall, we will supply large black bags for general waste, clear bags for recyclable waste, compostable bags for food waste and white bags for waste bins in the washrooms.

At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a swept and tidy condition, properly locked and secured, with any contents temporarily removed from their usual positions replaced. The Hirer may be asked to indemnify the Committee for the cost of clearing, cleaning and repair of any damage done to any part of the property, grounds and contents, as a result of the hiring.

You must report any breakages or malfunctioning equipment to the Booking secretary. The Hirer must ensure that all toilets and washbasins are left clean and properly flushed.