

**REARSBY VILLAGE HALL**  
**STANDARD CONDITIONS OF HIRE**

If the Hirer is in any doubt as to the meaning of the following,  
consult with the Booking Secretary immediately

1. THE HIRER may collect the keys on the day of hire and they must be returned as soon as possible after the event. Where the key is to be collected from and returned to will be arranged between the Hirer and the Booking Secretary. In addition to the deposit, the hire fees must be paid in full before the keys will be released. The deposit will be refunded against the full hire cost of the Hall **only if all the conditions of hire have been fulfilled, unless a regular user quarterly account has been agreed. Cleaning can be arranged at a cost of £60.00, this to be arranged at the time of booking.**
2. THE HIRE FEES include the hire of all the equipment except that stored in locked cupboards. If using the fridge the hirer is responsible to see that all food etc.is removed at the end of the hire and the fridge is left in a clean condition. If preparing or selling food the Hirer must observe all relevant food health and hygiene legislation and regulations. Crockery, cutlery etc., should be cleaned and replaced in the appropriate cupboards/baskets. Any loss/breakages or damage to fabric or contents will be deducted from the deposit. Any amount in excess of the deposit must be paid by the Hirer. Do not remove tables, chairs, crockery, cutlery etc. without permission.
3. **The whole of the Village Hall is NO SMOKING.**
4. **NO DOGS ALLOWED EXCEPT FOR GUIDE DOGS**
5. All functions must cease at **midnight promptly**. Half an hour tidying up period is allowed before the hall is vacated. The Hall car park must be vacated by 00.30am, and the barrier shut and locked. The Hirer would be responsible to oversee the car parking arrangements so as to avoid obstruction of the highway, whilst also showing consideration to nearby residents. CARS are parked at the owner's risk.
6. A FIRST AID KIT is located in the kitchen together with an accident book in which all incidents must be recorded.
7. THE HIRER will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damages however slight or change of any sort. Also the behaviour of all persons using the premises whatever their capacity. Except in an emergency, under no circumstances must fire extinguishers/fire blankets, first aid box/accident book be moved from their positions or tampered with.
8. ALL YOUTH ACTIVITIES are subject to close supervision by responsible and authorised adults. Ratio of 1 adult to 10 children - i.e. under 18 years of age.

9. THE COMMITTEE must be notified of any equipment brought in for the hire period. No apparatus can be left on the premises without prior agreement. Rearsby Village Hall committee accept no responsibility whatsoever or liability in respect of loss, theft, breakage etc. of any possessions brought in or left on the premises.
10. 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.
11. THE HIRER must obtain a TEMPORARY EVENT NOTICE (TENS) if selling or supplying liquor. This notice is obtained from Charnwood Borough Council Licensing Office, Southfield Road, Loughborough, Leics LE11 2TX, telephone 01509 634622. You need to give at least **10 working days notice** for the licence to be issued.

THE HIRER shall ensure that if alcohol is to be sold at an 18th or 21st party, then a Personal Licence Holder is on site at all times. If alcohol is provided, but not sold, then the Hirer shall ensure that a parent or guardian is on site at all times.

12. CAPACITY. The number of people on the premises shall not exceed:

- closely seated 120
  - seated at tables 100 - 120
  - seated at tables with dancing 100
- the occupancy to include all persons resorting to the premises.

13. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. **Under no circumstances must any decorations, notices, posters etc. be attached to the building (inside or outside).**
14. IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking the question of the payment or repayment of the fee/deposit or part thereof shall be at the discretion of the Committee.
15. AT THE END of hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. **All rubbish/refuse must be taken away at the end of the booking.** The building must be properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions properly replaced. Otherwise the Committee shall be at liberty to make an additional charge. **Please comply with the notices displayed in the kitchen and on the notice board.**
16. IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which is has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

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17. FIREWORKS: No fireworks to be let off in or around the area of the Hall, car park etc at any time.
18. THE USE OF CANDLES AND NAKED LIGHTS in the village hall is not permitted. Birthday cakes excepted.
19. REFUSAL OF BOOKING. The Village Hall Committee reserve the right to refuse a booking without reason or notice.

Rearsby Village Hall Committee  
April 2009