REARSBY VILLAGE HALL

STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt about the meaning of any of the following conditions, they should seek clarification from the Booking Secretary.

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 should 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 are 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.**

2. THE HIRE FEES include the hire of all the equipment, with the exception of the cinema projector and associated equipment. It also excludes anything stored in locked cupboards. If the fridge is to be used, the Hirer is responsible for seeing that all food etc is removed at the end of the hire and that the fridge and dishwasher are left in a clean condition. If preparing or selling of food, the Hirer must observe all relevant food health and hygiene legislation.

   Crockery, cutlery etc should be cleaned and replaced in the appropriate cupboards/baskets. Any loss/breakages/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 are allowed except guide and hearing dogs.

5. ALL FUNCTIONS MUST CEASE AT MIDNIGHT PROMPTLY. **Music must cease at 11.30pm and the bar must close at 11.15pm**. A 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 is responsible for overseeing 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. All accidents must be recorded.

7. THE HIRER, during the period of hiring, is responsible for supervision of the premises, the fabric and the contents, its care, safety from damage, however slight or changed in any way, and also the behaviour of everybody using the premises whatever their capacity. **Except in an emergency, under no circumstances must fire extinguishers/fire blankets, the first aid box, or accident book be moved from their positions or tampered with**.

8. ALL YOUTH ACTIVITIES (under the age of 18) are subject to close supervision by responsible and authorised adults. A ratio of 1 adult to 10 children is recommended.

9. THE COMMITTEE must be notified of any equipment brought in for the hire period.

   All electrical equipment for use in the hall must be PAT tested and have a valid certificate of proof. Any untested equipment is not permitted.

   No apparatus can be left on the premises without prior agreement. Rearsby Village Hall Committee accepts no responsibility or liability in respect of loss, theft breakage etc of any possessions brought in or left on the premises, except as indicated under Condition 18.

10. THE HIRER must not use the premises for any purpose other than that described in the hiring agreement and should not sub-hire or use the premises or allow the premises to be used for any unlawful purpose, nor do anything or bring on to the premises anything which may endanger or render invalid any insurance policies in respect thereof.

11. THE HIRER **must obtain a Temporary Event Notice (TEN) if selling or supplying alcohol**. This notice is obtained from The Licensing Section, Charnwood Borough Council, Southfield Road, Loughborough, Leics LE11 2TX (tel 01509 634562). You need to give at least 10 working days notice for the licence to be issued. **The licence must be shown to the Booking Secretary beforehand and prominently displayed at the event.**

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

12. THE HIRER should ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

13. HALL CAPACITY – The number of people on the premises at any time during the hire must not exceed:

    - closely seated – 120
    - seated at tables – 100-120
    - seated at tables with dancing – 100.

14. THE HIRER is responsible for the cost of repair of any damage done to any part of the property, including the curtilage or contents of the building, which may occur during the period of the hire as a result of the hiring. The cost will be taken from the deposit **Under no circumstances must any decorations, notices, posters etc be attached to the building (inside or outside). Blu-tack and sellotape should not be used on the walls.**

15. THE HIRER must report all accidents involving injury to the public to the Booking Secretary or a Committee Member as soon as possible.

16. IF THE HIRER wishes to cancel the booking before the date of the event, the Committee will endeavour to find a replacement, but if they are unable to do so, the question of the payment or repayment of the fee/deposit, or any part of it, will be made at their discretion.

17. AT THE END of hire, the Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition. **All rubbish/refuse must be taken away from the premises for disposal. Windows must be closed and heating thermostats turned down.** The building must be properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions must be properly replaced.

    Failure to adhere to this condition may result in an additional charge, which will be taken from the Hirer's deposit.

18. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which is has been hired, the Committee will not be liable to the Hirer for any resulting loss or damage other than damage to Hirer's equipment caused by any infrastructure failure/malfunction for which the Committee alone is responsible.

19. NOTICES – The Hirer should comply with the notices displayed in the kitchen, on the noticeboard, and elsewhere in the Hall.

    THIS MUST INCLUDE THE REQUIREMENT TO REMOVE THE CHAIN FROM THE EMERGENCY EXIT AS SOON AS THE PREMISES ARE OCCUPIED.

    The chain should then be reattached at the end of the hire.

20. FIREWORKS – No fireworks should be let off in or around the area of the Hall, car park etc at any time.

21. CANDLES, NAKED LIGHTS, DISCO SMOKE MACHINES are not permitted in the Hall, apart from candles on birthday cakes.

22. REFUSAL OF BOOKING – The Village Hall Committee reserves the right to refuse a booking without reason or notice.

Signed

Hirer.....

Date.....

Signed

Booking Secretary.....

Date.....