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## **Glensford Village Hall Terms and Conditions of Hire**

These standard conditions apply to all hiring of the village hall. If the hirer is in any doubt as to the meaning of the following, the Parish Council or Clerk should immediately be consulted. It is the hirer's responsibility to ensure that copies of instructions are understood.

By going ahead with the hiring of the village hall, the hirer is agreeing to these conditions of hire and complying with instructions.

### **1. Supervision**

The hirer shall during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by the Parish Council the hirer shall 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.

The hirer shall ensure that the hours of use (vacating of hall by 11.30pm Sun-Thu and midnight Fri&Sat), capacity numbers (max 150) and age limits of people attending will be strictly adhered to. During teenage parties the Parish Council requires that 1 adult be present per 8 teenagers (min 3 adults) at the hiring and they will actively manage the hiring.

### **2. Use of premises**

The hirer shall not use the premises for any purpose other than described in the hiring agreement or allow the premises to be used for any unlawful purpose or in any unlawful way.

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without written prior agreement of the management of the village hall.

All rubbish must be placed in appropriate bins.

All furniture must be replaced in its correct position

The hall is to be left clean and tidy.

The hirer is responsible for ensuring that the gate at the entrance to Tower Meadow is locked when leaving the premises (unless the library is open).

### **3. Gaming, Betting and Lotteries**

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gambling, betting and lotteries.

#### **4. Licenses**

If licences are required in respect of any activity in the village hall it is the responsibility of the hirer to ensure that they hold the relevant licence. The village hall is NOT licensed for alcohol, music or entertainment. Any Temporary Event Notice must be agreed by the Parish Council and the original notice must be agreed by the booking officer at least five days prior to the event.

#### **5. Public Safety Compliance**

The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Licencing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

The hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in an event of a fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of the fire equipment
- Escape routes and the need to keep them clear
- Method of operation of escape door fastenings
- Appreciation of the importance of any fire doors and closing all doors at the time of a fire

#### **6. Means of escape**

- All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit
- The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure-switching device)

#### **7. Outbreaks of fire**

The Fire Brigade shall be called at any outbreak of fire, however slight, and details thereof shall be given to the Parish Council.

#### **8. Health and Hygiene**

The hirer/caterer shall, if selling food, observe all relevant health and hygiene legislation and regulations.

#### **9. Electrical Appliance safety**

The hirer shall ensure that any electrical appliance brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. The hirer will not alter or interfere with any electrical system on the premises.

#### **10. Indemnity and insurance**

The hirer shall be liable for:

- the cost of repair of any damage (including accidental damage and malicious damage) done to any part of the village hall including the curtilage thereof or the contents of the village hall.
- all claims, losses, damages and costs made against or incurred by the Parish Council, their employees, agents or invitees in respect of the damage or loss of property or injury to persons arising as a result of the use of the village hall (including storage of equipment) by the hirer.

The hirer uses the village hall at his/her own risk. The hirer is to take out their own insurance to cover any personal injury or damage to their property if it would be deemed to be reasonable and prudent to do so. The Parish Council cannot be responsible for any loss or damage to any property of the hirer.

The Village hall is insured against any claims arising out of its own negligence.

### **11. Accidents and Dangerous Occurrences**

The hirer must report all accidents involving injury to the public to a member of the Parish Council as soon as possible and complete the relevant section in the village hall's accident book (located in the kitchen). Any damage to village hall property or failure of equipment belonging to the village hall or brought in by the hirer must be reported to the Parish Council as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

### **12. Drunk and Disorderly Behaviour and Supply of Illegal Drugs**

The hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either in the village hall or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or sold to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the village hall. No illegal drugs may be brought into the village hall and no alcohol is to be consumed in the car park.

### **13. Animals**

The hirer shall ensure that no animals (including birds) except guide dogs are brought into the village hall, other than for a special event agreed by the Parish Council. No animals whatsoever are to enter the kitchen at any time.

### **14. Fireworks**

The hirer shall not ignite fireworks or allow any fireworks on any part of the hall, car park or surrounding areas.

### **15. Noise**

The hirer shall ensure that their use of the hall avoids inconvenience to adjoining residential properties. All music, amplified or not, must be kept at a reasonable level throughout the hire.

### **16. No Rights**

The hiring agreement constitutes permission only to use the village hall and confers no tenancy or other right of occupation on the hirer.

### **17. Safety**

THE HALL OPERATES A NO-SMOKING POLICY. Smoking is not allowed in any part of the building.

## **18. Booking Administration**

### *Payment of Hire*

Submission of a booking request form to the booking officer must be accompanied by a cheque in the name of the hirer for full payment of the hire fee at least 7 days in advance of the booking, or as agreed with the booking officer. A deposit may be required with each booking, against cancellation, damage or misuse within that time. The Parish Council reserve the right to alter charges at any time.

### *Hire period*

The hiring period shall be between the times specified on the booking document. The hirer should include time for preparation and cleaning up in establishing the total period of the hire. The hirer is responsible for making sure that the village hall is not left unattended and/or insecure at any time, or at the end of the hire period. Hirers will not be allowed access to the hall before the start of hire unless with the approval of the booking officer. Adequate time should be allowed at the end of events to ensure that the village hall is vacated at or before the end of the hire agreement, so as not to interfere with the needs of other users and to observe the public entertainment licence conditions for hours of use. Any additional time outside the specified period required for preparation and/or cleaning up shall only be permitted with the confirmation of the booking officer.

## **19. Cancellation**

If the hirer wished to cancel the booking before the date of the event and the Parish Council is unable to conclude a replacement booking the question of the payment or the repayment of the fee shall be at the discretion of the Parish Council.

The Parish Council reserves the right to cancel the hiring by written notice to the hirer in the event of:

- The hall being required for use as a polling station for a Parliamentary or local Government election
- The village hall management reasonably considering that:
  - Such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - Unlawful or unsuitable activities will take place
  - The village hall becoming unfit or unsafe for the use intended by the hirer
  - An emergency requiring use of the hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters

In any case, the hirer shall be entitled to a refund of any deposit already paid, but the Parish Council shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

12<sup>th</sup> March 2013