

CHARWELTON VILLAGE HALL
Reg. Charity Number 288904
STANDARD CONDITIONS OF HIRE

Name of Organisation/Individual hiring the hall
(hereafter referred to as The Hirer).

Fiona Spencer
Name

Representative of the Village Hall Management Committee.

SHARON MAPLETHORPE
Name

1. **THE HIRER** will during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort, **including the observation of the policy of non-smoking in the hall**, and 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.
2. **THE HIRER** shall not sublet or the premises for any unlawful purpose, **including drug or solvent abuse or the use of illegal recreational drugs**, or do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission.
3. **THE HIRER** shall be responsible for obtaining any licences that may be needed whether for the consumption of alcohol, from Performing Rights Society, or otherwise and for the observance of the same and all other regulations appertaining to Authority, the local Magistrates' Court or otherwise.
4. **THE HIRER** shall indemnify THE COMMITTEE for the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the building, which may occur during the period of hiring, as a result of the hiring.
5. **THE HIRER when making a booking is required to pay a deposit equal to the full value of the transaction to cover any damages or breakages occurring as a direct result of the hiring. The deposit will be returned in full once a member of the committee has checked that THE HIRER has fully complied with all the terms of this contract-leaving the hall clean and tidy with no damage or breakages. This check should be undertaken within 48 hours of the hire and the deposit repaid in full or part thereof (less deductions for damage or breakages) within 7 days.**
6. If **THE HIRER** wishes to cancel the booking before the date of the event and THE COMMITTEE is unable to secure a replacement booking, the question of the payment or the repayment of a *deposit* or *fee* shall be at the discretion of THE COMMITTEE.
7. Please note that the hall is run by volunteers, there is no paid caretaker or cleaner. At the end of the hiring **THE HIRER** shall be responsible for leaving the premises and surrounds in a clean and tidy condition with all rubbish removed and placed in the bins provided. The premises must be properly locked and secured unless otherwise directed and any contents temporarily removed from their usual positions must be replaced, otherwise THE COMMITTEE shall be at liberty to make an additional charge. **THE HIRER is responsible for turning off all heating, lighting, electrical equipment and ensuring no water taps left running, toilets cleaned, floors swept and washed where the nature of the use or weather conditions dictate, before leaving the premises and returning the key to a member of THE COMMITTEE.**
8. Removal of special equipment and goods brought into the Hall must be completed within 48hrs or in time for the Hall to be prepared for another function if one is scheduled within that 48hr period.
9. THE COMMITTEE reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government Election or By Election, in which case **THE HIRER** shall be entitled to be refunded any deposit already paid.
10. In the event of the Hall or any part thereof being rendered unfit for the use of which it has been hired, THE COMMITTEE shall not be liable to **THE HIRER** for any resulting loss or damage whatsoever.
11. **SUMMARY OF HEALTH & SAFTY, FIRE AND INSURANCE REGULATIONS THAT MUST BE OBSERVED:**
 - A) The number of persons on the premises at any one time is **restricted to 80.**
 - B) The Hall is a non-smoking area.
 - C) No candles or any naked flames to be used in the Hall.

If **THE HIRER** is in any doubt as to the meaning of any of the above, please contact **Sharon Maplethorpe** of "Charell" 4 Church Street, Charwelton. Tel: 01327 263857 who should be consulted immediately on behalf of THE COMMITTEE.

**AS WITNESS THE HANDS OF THE PARTIES HERETO:
SIGNED AND DATED BY THE PERSON NAMED ON THE AGREEMENT
ON BEHALF OF THE ORGANISATION HIRING THE HALL**

Date:.....

**SIGNED AND DATED BY THE PERSONS NAMED ON
THE AGREEMENT ON BEHALF OF THE VILLAGE HALL COMMITTEE**

Date:.....

THIS FORM IS AVAILABLE IN LARGER PRINT IF REQUIRED.

PLEASE NOTE: ANY PROFIT MAKING ORGANISATIONS HIRING THESE FACILITIES WILL NEED TO PROVIDE THEIR OWN PUBLIC LIABILITY INSURANCE.