

BUCKNELL VILLAGE HALL - Conditions of Hire

- 1 All charges must be paid at the time of booking together with any refundable deposit payable (where applicable) which shall in this instance be £ 50.00 and no engagement will be booked until payment has been made.
- 2 The Hirer must be over the age of twenty-one years and shall throughout the period of hire be personally present and shall be personally responsible for all damage to the hall and to any property in the Hall however and by whosoever caused. The Hirer shall make good by repair or payment any loss or damage caused.
- 3 The deposit payable by the Hirer shall be forfeit if the Hirer is in breach of any of the Conditions of Hire and additionally the Committee reserves the right to deduct from any deposit paid any amount up to the whole thereof towards any damage caused during the period of hire. Such a deduction shall not prevent the Committee from looking to the Hirer for the whole of any damage caused irrespective of the amount of the deposit paid.
- 4 The wearing of shoes with stiletto heels is strictly forbidden. The Hirer must notify all persons likely to use the hall during the hiring period of this restriction prior to their arrival at the hall. The Hirer shall be responsible for any actual or deemed damage to the floor of the hall caused by the wearing of shoes with stiletto heels or otherwise during the hiring period.
- 5 The Hirer shall indemnify the Village Hall Committee against any claim which may arise out of the hiring, or which may be made by any person using the Hall during the hiring and in respect of any loss, damage, or injury which may arise whether because of any breach of any regulation, statute, or condition, or otherwise.
- 6 The Hirer shall be responsible for ensuring that good order is kept in the Hall during and immediately after the hiring and the Village Hall Committee reserves the right to put a stop to any function or activity at the Hall not properly conducted forthwith.
- 7 The Hirer shall at the expiration of the hiring leave the hall in a clean and tidy condition and the Committee reserves the right to deduct from the deposit paid an appropriate amount for any extra cleaning of the Hall which may be necessary.
- 8 The Hirer shall be responsible for removing from the Hall at the expiration of the period of hire all cans and bottles, food scraps and other decomposable materials, which have been left because of the hiring.
- 9 The Hirer may clean the Hall either immediately after the period of hire or by prior arrangement with the Booking Secretary at some other time but in any event must clean the Hall not later than one hour before the next period of hire commences.
- 10 The Hirer may by prior agreement with the Booking Secretary, but not otherwise, bring onto the premises and install prior to the period of hire items of equipment, food, drink, or decoration which he or she proposes to use during the period of hire, providing no inconvenience is thereby caused to any other Hirer of the Hall.
- 11 Any music or other noise, which is played or caused during the period of hire, shall be of such a volume that it does not interfere with the comfort or convenience of residents of the Village. The Hirer is asked to ensure that all people using the Hall arrive and leave the Hall and the car park with the minimum of noise.
- 12 All keys must be collected from and returned to the nominated Booking Secretary or Caretaker. Prior agreement can allow for the hirer to gain access to the hall keys from the Combination Key Safe situated on an external wall at the premises. On completion of the hire period after locking the hall, the keys must be deposited into the safe and the safe made secure as instructed by the Booking Secretary.
- 13 Where any charge of admission is to be made during the period of hire, the Committee reserves the right to impose such further conditions as they deem necessary, and which will be notified to the Hirer before the booking is made.
- 14 No equipment or property other than that belonging to the Hall may be stored in the Hall without the specific consent of the Booking Secretary or the Committee
- 15 The Hirer shall be responsible for the care and safe and proper storage of all equipment and property, whether belonging to the Hall or any other person or body.

- 16 No exits may be blocked, chairs or obstructions placed in entrance ways, or fire appliances removed or tampered with.
- 17 No additional lights or extensions from the existing light fittings shall be used without the previous consent of the Booking Secretary.
- 18 All hiring on Saturdays must terminate at 12.00 a.m. and any music played during such hiring must terminate at 11.45 p.m. An additional period of 30 minutes will be allowed after 12.00 a.m.. for the cleaning of the Hall.
- 19 The Hirer hereby undertakes that at no time will the number of people admitted to the Hall exceed 80.
- 20 The Hirer shall have read and be familiar with the fire instructions and the whereabouts of the fire assembly point and will ensure that the attention of all persons using the Hall during the period of hire is drawn to the instructions and the assembly point at the commencement of the period of hire.
- 21 The Hirer hereby confirms that he or she is aware of and familiar with all licensing, fire and other regulations, statutory or otherwise relevant to the use of the Hall. The Hirer further confirms that he or she and all users of the Hall during the hiring will comply with all such regulations.
- 22 The Hirer shall be responsible for the proper use of the First Aid Box and contents and for the cost of replenishing any of the contents used during the period of hire. In the event of an accident during the period of hire, the Hirer shall be responsible for completing the Accident Report Book which may be found in the First Aid Box.
- 23 The Hirer shall, if so required, before the commencement of the hire period complete a Risk Assessment and shall provide the Committee with a copy of that Assessment.
- 24 The Hirer will ensure that he or she has the use of a mobile telephone, which shall be switched on throughout the period of hire, and that the number of the telephone will be provided to the Booking Secretary prior to the period of hire commencing.
- 25 The Hirer shall ensure that any activities for children under 8 years of age comply with the provisions of the Children Act of 1989 and that only fit and proper people have access to the children.
- 26 The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total price of all goods and services is prominently displayed, as shall be the organisers' name and address and that any discounts offered are based only on Manufacturers Recommended Retail Prices.
- 27 The Committee reserves the right to change, modify or vary any of the Conditions of Hire without prior notice to the Hirer.
- 28 The Committee reserves the right to cancel the hiring at any time and for any reason at the discretion of the Committee although normally 7 days' notice will be given of such cancellation. In the event of cancellation, a refund of all or part of the hiring charges may be made subject to the absolute discretion of the Committee.
- 29 The Hirer must ensure that their use of the Hall is always compliant with the Covid 19 restrictions published by the Government, and any breach of such restrictions will be the sole liability and responsibility of the Hirer.

I (Print Name)..... Having read and understood the conditions shown above (1 to 29) agree to abide by them in the interest of all parties.

Signature of Hirer.....

Print name.....

Signature of Committee Member.....

Print Name..... Date.....