

DOWN HATHERLEY VILLAGE HALL HIRING AGREEMENT

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|---|-------------------|
| Day/Month/Year Required |/...../..... |
| Start time | Finish time |
| Time Required in hours | |
| This time must include setting up and clearing up | |

Hirer's Name & Organisation (if applicable):

Address:

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.....

Telephone & Email:

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Agreed Hire Fee: £ **Payment is due in full at time of booking unless an alternative is agreed with the Treasurer. We reserve the right to charge a deposit**

Purpose of hiring/Type of Event Public/Private?

Approx number attending (Normal capacity is up to 70 with parking for up to 30 cars if sensibly parked)

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Please note that the Hall has a premises licence as indicated in the "Conditions" below and activities outside those listed are not permitted. **The sale of alcohol is prohibited** unless a temporary licence is obtained.

Down Hatherley Village Hall Conditions of Hire

TERMS OF HIRE & USE OF PREMISES: The hirer shall use the premises only for lawful activities as described in the purpose of the hiring agreement and shall not sub-hire. The Hall may only be hired by persons aged 18 years or above. The Hirer shall sign the Agreement and be bound by its conditions.

SUPERVISION: The hirer is responsible for supervision of the hall, its contents and the behaviour of persons attending the event. **Please do NOT allow parking on the lane as this will cause an obstruction.**

INSURANCE & INDEMNITY: The hirer shall be liable for the cost of repair of any damage done to any part of the property and contents, and for any claim made against the Hall Management as a result of the use of the premises by the hirer, including any nuisance caused to a third party. The Hall Management Committee is insured against any claims arising out of its own negligence. Any other insurance must be taken out by the hirer.

DECORATIONS: Please do **NOT PUT ANYTHING** on the walls/curtain rails using sellotape, blutak, string etc. Balloons or banners may be attached to the metal support struts with string.

LICENSABLE ACTIVITIES: The Hall is licenced for regulated entertainment (see porch notice board). If any other licence is needed for an event/activity then it is the responsibility of the hirer to obtain it. Please notify the committee before applying for a temporary alcohol licence.

HEALTH & HYGIENE: The hirer shall observe health & hygiene legislation. All utensils used must be washed and put away; sinks & work surfaces in the kitchen left clean. **ALL UNUSED & WASTE FOOD MUST BE TAKEN AWAY and not left in the kitchen or outside bin.**

STORAGE & USE OF EQUIPMENT: If the hirer wants to store any items in the Hall permission must be requested from the Management Committee. Any such items will not be covered by the Hall insurance and will be

left at the owner's risk. Any electrical equipment brought in by the hirer must be in good working order (PAT certified) and used in a safe manner.

ACCIDENTS: The hirer must report all accidents to a member of the Hall Committee and record the incident in the accident book.

HEATING & FLAMMABLE SUBSTANCES: No unauthorised heating appliances are to be brought into the Hall, nor any highly flammable substances.

NO SMOKING POLICY: No smoking is allowed in any part of the Hall.

NOISE: The hirer is responsible for ensuring a minimum of noise at arrival and departure times. Any sound amplification equipment must be used at a moderate level with due consideration for local residents. **The premises must be cleared up and vacated by 10.00pm.**

CANCELLATION OF BOOKING: The Committee reserve the right not to offer a booking or to cancel or amend a booking that has been made if this is necessary due to the use of the Hall as a Polling Station or on grounds of health & safety or if any payment due from the hirer is unpaid, or for any other good reason. The decision of the Committee is final. If a hirer wants to cancel a confirmed booking a minimum of 2 weeks notice must be given to the Bookings Officer unless there is an urgent reason such as serious illness. The booking may be transferred to a future date or a refund given. If the required notice is not given no transfer/refund will be due unless the slot is filled at short notice by another hirer.

END OF HIRING: The hirer is responsible for leaving the premises **clean and tidy**, rubbish removed to outside bins (**EXCEPT ALL FOOD MUST BE TAKEN AWAY**), chairs and tables correctly stacked away, lights turned off and the premises locked and secured.

NB The use of Nerf guns or anything else that fires missiles of any description is not permitted.

I have read and accept the above conditions:

Signature of hirer

Print name in capitals

Date

PLEASE NOTE IF PAYMENT IS NOT RECEIVED WE RESERVE THE RIGHT TO REMOVE THE BOOKING