

ORLETON VILLAGE HALL: Standard Conditions of Hire

April 2017

In these conditions, the term "YOU" means an individual hirer or, where the hirer is an organisation, the authorised representative of that organisation. If YOU are in any doubt as to who is meant, please do not hesitate to consult the bookings secretary.

- 1 In making a booking, YOU accept responsibility for being in charge of the premises and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.
- 2 YOU will, during the period of the hiring, be responsible for:
 - the supervision of the premises;
 - the care of the fabric and the contents, keeping safe 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 so as to avoid obstruction of the highway and YOU shall ensure that the minimum of noise is made on arrival and departure.
- 3 YOU shall not use the premises for any purpose or at any times other than those described in the hiring agreement and shall not:
 - sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way;
 - allow the consumption of alcoholic liquor on the premises without written permission;
 - allow any persons entering the premises to do anything or bring onto the premises or anything which may endanger the same or render invalid any insurance policies in respect thereof.
- 4 YOU agree to indemnify Orleton Village Hall Management Committee in respect of:
 - the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring;
 - all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises.
- 5 YOU shall ensure that you have read the Orleton Village Hall Risk Assessment and Fire Procedures and are aware of the location and content of the safety folder/box (in the kitchen).
- 6 YOU shall ensure that any electrical appliances brought into the premises and used there shall be safe and in good working order and have a valid Portable Appliance Test (PAT) certificate.
- 7 YOU shall be responsible for obtaining such licences as may be needed, and for the observance of the same:
 - for the sale or supply of intoxicating liquor;
 - from the Performing Right Society;
 - from Phonographic Performance Ltd. or otherwise.

The Village Hall does NOT have a TV licence. YOU shall ensure that there is no watching or recording of live television programmes or the use of BBC iPlayer on the premises, using any device. YOU will be held responsible for any fine resulting from any such unlawful activity.

8 YOU shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.

9 YOU shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

10 **Safeguarding children, young people and vulnerable adults**

- YOU must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).
- (**Please note** that the stage area is excluded from use unless specifically requested and agreed. Children must be kept off the stage at all times and must not be allowed to play with, or go behind, the curtains.)

11 YOU shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

12 YOU shall ensure that no dogs, except guide dogs, are brought into the hall.

13 At the end of the hiring, YOU will be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured and any contents temporarily removed from their usual positions properly replaced; otherwise the committee shall be at liberty to make an additional charge.

14 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 European, Parliamentary or Local Government election or by-election, in which case YOU shall be entitled to a refund of any deposit already paid.

15 If YOU wish to cancel the booking before the date of the event and the committee 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 committee.

16 In the event of the hall, or any part thereof, being rendered unfit for the use for which it has been hired, the committee shall not be liable to YOU for any resulting loss or damage whatsoever.

17 If this booking is for a teenage party YOU will make sure that no one places information about the party on Facebook or any other social networking site. If this happens, the Orleton Village Hall Management Committee reserves the right to cancel the party and withhold the deposit.

Payment Terms

Please refer to your confirmation/Invoice for payment terms.

The full amount of the invoice, in addition to the deposit, must be paid two weeks prior to the event at the latest. Your booking is at risk if the fee has not been paid in time.

Deposits

All bookings for private parties, weddings and other one-off events will require a deposit of £50 to be paid at the time of booking.

Your event will not be deemed to be confirmed until this payment has been received and cleared (if paid by cheque).

The deposit will be returned provided:

1. The full remittance for hire has been received and cleared;
2. The hall has been **thoroughly** cleaned and tidied;
3. There is no damage to the hall or the equipment, fixtures and fittings;
4. There have been no complaints from local residents;
5. You have not entered or used the hall outside the booked times as on the hiring agreement.