

CRONDALL VILLAGE HALL

STANDARD CONDITIONS OF HIRE

1) THE HIRER will, during the period(s) of hiring, be responsible for the supervision of the premises, the fabric and contents, their care and safety from damage however slight or change of any sort and for the behaviour of all persons using the premises whatever their capacity.

2) THE HIRER shall not use the premises for any other purpose other than that described in the HIRE 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 nor do anything or bring on to the premises anything which may endanger the same or be in contradiction of any insurance policies in respect thereof.

3) THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and any other licensing or regulatory body, particularly in connection with an event which constitutes regulated entertainment at which alcohol is sold or provided or which is attended by children.

4) UNDER the terms of the Licensing Act 2003, the COMMITTEE have appointed a DESIGNATED PREMISES SUPERVISOR who is responsible for (and will provide facilities for) the sale of alcohol in Crondall Village Hall. If a Licensed Bar is required, application should be made to the DESIGNATED PREMISES SUPERVISOR using the form attached to this document. A limited number of temporary event notices are available outside of the above arrangement. A request for use of one of these notices MUST be made in writing to, and approved in writing by, the COMMITTEE before application is made to the Licensing Authority. Failure to adhere to this procedure may result in immediate cancellation of the booking and any monies paid will be refunded.

5) UNLESS CONCLUDED within this Agreement, no alcohol shall be sold on the premises. Alcohol shall not be served to any person suspected of being drunk or under the age of 18. The HIRER shall take all care to ensure that excessive consumption of alcohol is avoided, and that drunk and disorderly conduct is not permitted either on the premises or in the vicinity. No illegal drugs or prohibited substances are to be brought onto the premises.

6) THE HIRER shall pay a SECURITY DEPOSIT of a minimum of £100.00 or such deposit as may be determined in the Hire Agreement Payable on signing of this document. The SECURITY DEPOSIT is used both to secure the booking as in Clause 7 and to cover any damages as outlined below.

This shall be refunded within seven working days after the date of the hire, after a satisfactory check of the premises has been made. Hirers shall be responsible for leaving the premises, including the car park promptly at the end of the hire period as specified, and for leaving all equipment, premises, and surrounding areas in a clean and tidy condition, properly locked and secured (unless directed otherwise). Any contents temporarily removed from their usual positions (e.g., chairs, tables etc.) must be properly replaced and stored in a clean condition. In the event of failure to do any of these things, or to complete, sign and return the CHECKLIST provided, part or all the SECURITY DEPOSIT may be retained at the sole discretion

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of the Crondall Village Hall Management Committee. In extreme cases, an additional payment may be required to make good damage caused.

7) ONE OFF BOOKINGS: IF THE HIRER wishes to cancel the booking before the date of the event and the COMMITTEE is unable to conclude a replacement booking, the question of payment or repayment of the SECURITY DEPOSIT shall be at the absolute discretion of the COMMITTEE or its authorised representative.

8) ON GOING REGULAR BOOKINGS: THE COMMITTEE reserve the right to cancel, at its own discretion, the HIRE AGREEMENT at any time before or during the term of the Agreement upon giving 28 days' notice in writing to the HIRER. The Hirer may similarly terminate an on-going Agreement upon giving 28 days' notice in writing to the MANAGEMENT COMMITTEE. Any changes to the dates of a regular hire should be communicated to the Administrator as soon as known. Provided the Hirer rebooks the cancelled dates then no charge will be made. If the dates are not rebooked then the Cancellation charges in Clause 31 apply.

9) IN THE EVENT of the premises or any part thereof being rendered unfit for the use for which it had been hired or being requisitioned by the local authority for whatever purpose, the COMMITTEE shall not be liable to the HIRER for any resulting loss or damage whatsoever but will refund any deposits or payments made.

10) NOTHING SHALL BE DONE in or in relation to the premises in contravention of the current Law relating to betting, gaming and lotteries, and the person or organisation to which the premises are let shall be responsible for ensuring the requirements of the relevant legislation are strictly observed.

11) IF PREPARING or serving food, the HIRER will observe all relevant food health and hygiene legislation and regulations.

12) EXCEPT FOR Guide Dogs for the Blind, no animals shall be brought onto the premises at any time, other than with the express agreement of the COMMITTEE. NO animals are allowed in the kitchen at any time.

13) THE HIRER agrees to take such steps as are necessary to comply with the relevant sections of the Children's Act 1989 as may be applicable.

14) SMOKING VAPING OR ANY SUBSTANCE USE is not permitted anywhere on the premises.

15) THE COMMITTEE will not accept any liability for personal items damaged, lost or stolen from the premises during the period of hire or for the loss or damage of any stored items. Vehicle owners use the Car Park at their own risk.

16) THE HIRER shall ensure that fire exits and escape routes are kept clear and free from obstruction at all times, fire doors are not wedged open and emergency exit signs are illuminated. The HIRER shall make all users aware of emergency escape routes and of the location of the fire appliances and fire blanket. Fire Regulations are posted on the Notice Board and are to be observed.

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17) IN THE EVENT of a fire, the FIRE ALARM MUST BE ACTIVATED AND THE FIRE BRIGADE MUST BE CALLED. The recognised Fire Assembly point is in the Car Park at the main gate.

18) THE HIRER shall report to the Administrator all accidents involving users / members of the public and complete the relevant section in the Accident Book located in the FIRST AID BOX in the kitchen.

19) THE HIRER shall make sure that :

- The Village Hall premises are left in a clean tidy condition.
- All heating and lighting is turned off.
- All tables and chairs are stowed away
- All water taps are turned OFF
- All electrical appliances including kitchen appliances are turned OFF and all portable electrical appliances are disconnected from mains sockets. The refrigerator must be ON.
- Between November and February, the Kitchen and Toilet Heaters MUST be left on.
- All internal doors are closed and locked as appropriate.
- All external doors and all windows are locked shut.
- Main doors are bolted and locked after use.
- All breakages, defects or potential hazards should be noted in the Damage Book located in the kitchen and reported to the Administrator
- NO highly flammable substances, including fireworks are brought into or used or stored in any part of the premises.
- NO internal decorations of a combustible nature e.g. polystyrene, cotton wool, are to be erected without the written consent of the COMMITTEE.
- NO naked flames are permitted anywhere within the building.
- NO uncertified electrical appliances are brought into or used on the premises.
- **AT NO TIME SELLOTAPE, BLU TAC, STAPLES OR ANY OTHER FIXINGS THAT MAY CAUSE DAMAGE MAY BE USED**

20) THE HIRER shall indemnify and keep indemnified each member of the COMMITTEE and the COMMITTEE'S employees, agents, volunteers, and invitees against:

(a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises

(b) all claims, losses damages and costs in respect of damage or loss of property (including the storage of equipment) by the HIRER and

(c) all claims, losses, damages and costs suffered as a result of any nuisance caused to a third party as a result of the use of the premises by the HIRER.

21) THE HIRER shall take out adequate insurance to insure the HIRER and members of the Hirer's organisation and invitees against the Hirer's liability under the above paragraph and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the COMMITTEE. Failure to produce such policy and evidence of cover will render the hiring void.

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- 22) THE HIRING PERIOD will terminate no later than 12.00pm (10.00 pm on Sundays)
- 23) MAXIMUM capacity of the premises is 200 or 150 seated at tables
- 24) THE HIRER will ensure care is always taken to avoid unreasonable noise that could cause a nuisance to residents living in the vicinity of the premises.
- 25) THE COMMITTEE accepts no liability or responsibility for any stored equipment or other property brought on or left in the premises.
- 26) THE COMMITTEE reserves the right to review hire rates on an annual basis
- 27) THIS HIRE AGREEMENT confers no tenancy or other rights of occupation on the Hirer.
- 28) TELEVISION LICENCE the Hall does not have a TV Licence the HIRER must ensure that any use of TV on whatever device, conforms to the current applicable laws.
- 29) MUSIC the Hall does not have a PPL or PRS Music Licence. If the Hirer is playing live or recorded music, then it is the Hirers responsibility to obtain the necessary licence from the issuing authority. You can call the PRS on 0800 0868820
- 30) BOUNCY CASTLES AND OTHER EQUIPMENT USED BY THE HIRER Should the HIRER bring into the Hall or the Hall's environs. The party who is responsible for supervising the device is also responsible for insuring it, so if the hirer of the hall is supervising the inflatable, they should have their own public liability insurance to cover its use. If this is an individual who is hiring the hall for a party, they would most likely be covered under their household policy. If the company from which the bouncy castle is being loaned is staying to supervise it, then they should have their own public liability insurance. Insurance evidence must be presented to the Crondall Village Hall Bookings Supervisor prior to the event taking place.
- 31) CANCELLATION CHARGES: If a booking is cancelled 2-8 weeks prior to the date of the booking 20% of the Hire charge is payable + £10 administration fee. If a booking is cancelled with less than 2 weeks' notice prior to the booking date then the hire fee is due in full and any moneys already paid is forfeit.

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APPLICATION FOR BAR FACILITIES

If your event requires a bar, please complete this form and send to Mr. D Wright (the DESIGNATED PREMISES SUPERVISOR) at the address below, with a copy to ADMINISTRATOR, Crondall Village Hall.

Please note that there may be a charge for this bar service.

*To: Mr. D Wright. Wrights Lion Brewery, 57 West Street Farnham Surrey GU9 7AB
Telephone : 01252 715749*

Application for Bar Facilities

Event:..... at Crondall Village Hall

Date of event:

Time from to

Name of Hirer

Hirer's tel:

Signature of Hirer Date

Copy to: ADMINSTRATOR Crondall Village Hall (please complete and return with Hire Agreement)

I have made the following application to Crondall Village Hall DPS :

Application for Bar Facilities

Event:..... at Crondall Village Hall

Date of event:

Time from to

Name of Hirer

Hirer's tel:

Signature of Hirer Date