

Ardleigh Village Hall

Rules and Conditions of Hire

If the Hirer is in any doubt as to the meaning of any of the following, please consult the Hall Manager.

1. THE BOOKING is not official until the deposit is paid. Deposit rate at discretion of Booking Clerk.
2. THE HIRE CHARGE (the fees) must be paid at least 19 days before the Hall or Committee Room is required. **Regular users (12 per year) can pay monthly – by end of month hall used.**
3. THE DEPOSIT paid by THE HIRER is held by the Management Committee to cover against cancellations, damage to the Hall and its contents or failure by THE HIRER to leave the Hall in a good state of order and cleanliness. The deposit will only be refunded when keys are returned and all obligations by THE HIRER fulfilled. The amount of the deposit returned will be at the discretion of Booking Clerk and will reflect any additional work involved in returning the hall to its normal state.
Please note smoking in the hall will incur loss of deposit.
4. THE HIRER must have public liability insurance.
5. THE HIRER will, during the period of hire, be responsible for the supervision of the premises, turning on the emergency lighting, the fabric and contents, safety from damage, however slight, or change of any sort, the behaviour of all persons using the premises whatever their capacity, and proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
Please note cars are parked at owners risk. Please observe the spaces reserved for disabled users.
6. THE HIRER shall not use the premises for any other purpose than that 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, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
7. THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Limited or otherwise, and for the observance of the same.
8. THE HIRER 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. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Authority, the 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. On arrival at the premises, THE HIRER will check that all the emergency exit doors open easily. Emergency doors must not be used other than for emergency. **THE HIRER will turn on the emergency lights situated in the kitchen.**
11. THE HIRER shall, if preparing, serving or selling food observe all relevant food health hygiene legislation and regulations.
12. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner.
13. THE HIRER shall indemnify the Committee for 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.

14. IF THE HIRER wished to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the deposit or part paid thereof is non-refundable.
15. THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
16. THE HIRER shall ensure that no dogs except guide dogs are brought into the Village Hall.
17. THE HIRER may use the chairs, table leaves, and tables upon request, brooms are also available. All other items in the storeroom belong to specific groups and on NO account are to be used without permission. HIRERS are requested to ensure persons handling chairs and tables have manual handling training. Chairs must not be stacked more than 5 high. It should be noted that apart from cups and saucers, there is no crockery provided with the hire of the hall.
18. No stilettos, no tap dancing (unless on mats), no sand or sharp objects to be used, please.
19. AT THE END of hiring, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
20. THE HIRER shall ensure that the Hall is vacated by 12 midnight following an evening booking.
21. THE COMMITTEE reserves the right to cancel this hiring in the event of the Village Hall being required for use as a Polling Station, for a Parliamentary or Local Government election or by-election, or in an emergency by the Village School. In this case THE HIRER shall be entitled to a refund of any deposit already paid.
22. IN THE EVENT of the Village Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to THE HIRER for any resulting loss or damage whatsoever.
23. THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of the Childrens Act 1989 and that only fit and proper persons have access to the children.
24. SEATING shall be arranged in accordance with an approved plan. Attendance shall not exceed the following capacities:-

Main Hall 170, Committee Room 30.
25. NOTHING shall be attached to the plaster walls in any of the rooms. Special rails have been fixed for this purpose.
26. SPORT AND GAMES. The premises may be hired for sport and games by responsible organisations or individuals who arrange their own insurance. A responsible person shall be in attendance at all times. The premises shall be checked for potential hazards that could lead to accidents. All equipment shall be stored away safely when not in use.
Please note a First Aid Kit is NOT provided. ALL HIRERS are advised to supply their own.
27. NOTICE BOARDS. The notice boards are for the announcement of local events and their use for other purposes is at the discretion of the Management Committee. Notices shall not be posted elsewhere in the vicinity of the Village Hall.
28. THE HIRER will be responsible for the safety of their personal possessions for which the Management Committee can take no responsibility.
29. THE HIRER must be a minimum age of 18 years.