

**1. BOOKING CONDITIONS**

The Glangrwyney Village Hall Management Committee (GVHMC) reserves the right to refuse any booking or to impose additional conditions and apply additional Security Deposits.

The GVHMC undertakes to make every effort to honour all confirmed bookings. However in the event of unforeseen circumstances, outside its control the Committee reserves the right to cancel a booking after advising the hirer. No claims for any losses incurred by the hirer as a result of such a cancellation will be considered.

The Hirer and those taking part in the event must comply with all directions given by the officers of the GVHMC for the safety and security of the Hall, its contents and all persons using the facilities.

No booking will be accepted from any person under the age of 18.

**2. PAYMENT**

Please return the completed booking form with £10 deposit, which will be forfeited in the case of cancellation or if the hall is not left clean & tidy. Cheques should be made payable to Glangrwyney Village Hall. The balance must be paid no later than 7 days before the date of hire.

**3. SUPERVISION**

The Hirer must take all reasonable precautions to ensure the safety and security of all parts of the Hall including, furniture, fittings and the fabric of the building. The Hirer must exercise effective control at all times to prevent any dangerous or disorderly conduct. The Hirer undertakes to appoint a sufficient number of competent persons, aged 18 or over, to provide adequate supervision throughout the hiring, to ensure the provisions and stipulations referred to in the Hall conditions and any applicable licences are complied with. The Hirer must ensure that the number of persons in the Hall at any one time never exceed 90 persons.

**4. USE OF PREMISES**

The Hirer shall not use the premises for any purpose other 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.

**5. CARE OF PREMISES AND PROPERTY**

The Hirer will be responsible to pay for or make good any damage, loss or breakages caused to the building or its contents during the letting period.

**6. LIABILITY**

The GVHMC will not accept responsibility or liability in respect of damage to, or loss of, any property or items whatsoever placed in or left on Hall premises, including the car park.

The GVHMC will not accept liability for any injury sustained by the hirer, his/her guests or other persons attending the function for which the premises have been hired.

**7. ACCESS BY GVHMC MEMBERS**

The GVHMC reserve the right, if deemed necessary, to enter the Hall at any time during the hire period.

**8. CONSUMPTION OF ALCOHOL**

If alcohol is to be sold during the event, the Hirer must obtain the necessary Licence from the Local Authority and a copy shown to the Booking Secretary prior to the commencement of the event. The terms of the licence must be strictly adhered to and the person booking the Hall will be held personally responsible for any breach of the licence. Alcoholic Drink must not be sold to persons under the age of 18. Alcoholic Drink must not be sold to persons who show signs of being intoxicated. The event must be conducted in such a way as to maintain good public order and maintain the safety and well being of those attending the event as well as the local residents in the area.

**9. GAMING, BETTING & LOTTERIES**

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.

**10. REMOVAL OF PROPERTY**

Property belonging to the Hall must not be removed from the premises under any circumstances. No equipment is to be taken outside the building except by specific approval of the GVHMC.

**11. FIRE SAFETY PRECAUTIONS**

The Hirer shall be given a copy [or agrees to familiarise themselves with the copy available in the Hall or on the Hall's website] of the document entitled 'Health and Safety Policy', which includes sections on the procedures to take, in the event of accidents and/or fire. By signing the booking form, the hirer undertakes to comply with its provisions, which form part of the Terms and Conditions of Letting. All parts of the Hall and surrounding car park areas are **No Smoking areas**.

**12. SAFETY OF ELECTRICAL EQUIPMENT**

All electrical equipment brought into the Hall by the Hirer must comply with current electrical safety standards.

### **13. CAR PARKING.**

Parking facilities are limited and it is advisable to ensure that cars are parked in an orderly manner to ensure maximum usage and so as not to block the entrance onto the A40. The gate to the field adjacent to the Hall **MUST BE KEPT CLEAR AT ALL TIMES**. Parking is at the vehicle owner's risk.

### **14. HEALTHS, SAFETY & FOOD HYGIENE.**

The Hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and associated regulations. Please also note the sections on the use of the kitchen in the Health and Safety Policy document.

### **15. ANIMALS**

The Hirer shall ensure that no animals, including birds and reptiles [except Guide Dogs] are brought into the building, other than with special approval of the GVHMC. At no time shall animals be allowed to enter the kitchen.

### **16. ACCIDENTS & DANGEROUS OCCURENCES.**

The Hirer must report all accidents involving injury to the public to a member of the GVHMC as soon as is practicable and complete an Accident Form, which can be found in the Health & Safety folder [on the clip boards to the right of the stage]. Further advice on the reporting of accidents can be found in the Hall's Health, Safety Policy document.

Children are not allowed to enter the kitchen at any time. Any spillages must be cleared up immediately to prevent accidents. Equipment for this can be found in the kitchen and/or in the adjoining storeroom. The Hirer must take full responsibility for First Aid cover. ***The First Aid Kit will be found on the Kitchen window cill.***

### **17. COMPLIANCE WITH LEGISLATION & LICENCES.**

It is the Hirer's responsibility to obtain any relevant licenses and insurances and to abide by the terms of them. The Hirer must ensure that they have the right to perform any copyright material. By signing the booking form the Hirer indemnifies the GVHMC against any liabilities for infringement of copyright.

### **18. COMPLIANCE WITH LEGISLATION IN RELATION TO CHILDREN AND VULNERABLE ADULTS.**

Where the Hirer is providing formal, organised and/or commercial activities for children and/or vulnerable adults, the Hirer shall ensure that they comply with all provisions of the relevant legislation. Only fit and proper persons, who have passed through the appropriate safeguarding checks, should have access to children and/or vulnerable adults. The Hirer shall provide the GVHMC with a copy of their Child Protection Policy and proof that all relevant legislation and safeguarding checks are in place.

Where Hirers are providing informal activities for children [for example birthday party celebrations] the parents and/or carers should ensure that they are satisfied with the arrangements in relation to safeguarding, supervision and the provision of any outside bodies or agencies that are being used as part of the entertainment.

No children or vulnerable adults should be left on any part of the premises without proper supervision from an appropriate and responsible adult.

### **19. NOISE AND NUISANCE.**

The Hirer must ensure that nothing is done that will cause nuisance or annoyance to the occupiers of properties in the vicinity of the Hall. The Hall must be vacated by midnight unless permission for later use has been sought from, and granted by, the GVHMC.

### **20. VACATING THE HALL AFTER USE.**

The Hall must be vacated by the time shown on the Booking Form. All parts of the Hall must be left in a clean and tidy condition and the Hirer is requested to ensure that the condition of the Hall, as far as possible, is left 'as found' on arrival. ***All rubbish should be taken away by the Hirer.***

### **21. PUBLIC SAFETY COMPLIANCE.**

The hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment, and the Hall's Health and Safety Policy, or otherwise, in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. The Hirer acknowledges that they have received [or by agreement made themselves familiar with copies of] a copy of the document entitled Health and Safety Policy [which includes procedures for accident, fire and evacuation] and undertakes to comply with its provisions, which form part of the Terms and Conditions of Hire.