CONDITION OF HIRE FOR CLEEVE VILLAGE HALL

For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organization, the authorized representative.

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort and the behavior of all persons using the premises whatever their capacity, including proper supervision of the car-parking arrangements so as to avoid obstruction of the highway.
2. 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 not do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect there of nor allow consumption of alcoholic liquor there on written permission.
3. THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor.
4. 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.
5. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates’ Court or otherwise, particularly in the connection with any event which includes public dancing or music or similar public entertainment or stage plays.
6. THE HIRER shall, if preparing, serving or selling food observes all relevant food health and hygiene legislation and regulations.
7. THE HIRER shall ensure that any electrical appliances brought on to the premises and used there shall be safe and in good working order, and used in a safe manner.
8. THE HIRER shall indemnify the committee for cost of repair of any damage done to any part of the property including the curtilage there of or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.
9. 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 of the fee shall be at the discretion of the committee.
10. THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
11. AT THE END of the 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 be properly replaced, otherwise the committee shall be at liberty to make an additional charge. The hirer must ensure that all facilities and equipment are left clean, tidy and in good repair, including the lavatories. Any charges incurred due to breakages, poor cleaning, failure to replace furniture, etc. will be passed on to the Hirer or deducted from the deposit.
12. THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for Parliamentary or Local Government election or bye-election, in which case the hirer shall be entitled to a refund of any deposit already paid.
13. THE HIRER shall remove all rubbish from the premises including any bottles or broken glass.
14. IN THE EVENT of the hall or any part there of being rendered unfit for the use which it has been hired the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
15. THE HIRER shall ensure that any activities for children under eight years old comply with the provisions of The Children’s Act 1989 and that only fit and proper persons have access to the children.
16. THE COMMITTEE hold no responsibility whatsoever for any ‘personal’ items left on the premises or any damage caused by them to the premises or any misuse of them by others.
17. THE COMMITTEE reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing/email to the hirer. The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the committee but the committee shall not be liable to make further payment to the hirer.

**Please note that failure to comply fully with any of the afore mentioned terms and condition may result in the immediate cancelation of any future bookings.**

**For long-term bookings, the Committee reserves the right to impose an initial probationary period.**

 **SCHEDULE OF SPECIAL CONDITIONS**

I/WE AGREE TO ABIDE BY THE RULES OF THE HALL AND SPECIAL CONDITIONS AS PUBLISHED FROM TIME TO TIME

AS WITNESS the hands of the parties here to

SIGNED by person named at 2(b) above on behalf of the Village hall Management Committee 2(a) above

……………………………………………………………………………..DATE…………………………….

SIGNED by the person named at 3(b) above (on behave of the organization named at 3(a) above, where applicable).

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement

……………………………………………………………………………..DATE……………………………

CONDITION OF HIRE FOR CLEEVE VILLAGE HALL DURING THE COVID-19 PANDEMIC

For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organization, the authorized representative.

1. The Hirer must do their own risk assessment.
2. The Hirer must record contact details and telephone numbers of all in attendance.
3. No one must not enter if they or anyone in their household has COVID-19 symptoms.
4. A one-way flow system is in place.Entry to the hall is through the main front door and Exit by the double doors in the main hall.
5. The (green) side door must only be used to access the premises by the key holder only.
6. If anyone develops COVID-19 symptoms within 7 days of attending an event at the hall they must put in place relevant Test, Track and Trace procedures. Alert the organiser of the event (HIRER) and Inform the hall booking clerk.
7. The HIRER is to ensure everyone entering the premises must use the hand sanitisers provided.
8. Maintain one metre plus social distancing as far as possible. To adhere to social distancing guidelines the Village hall management committee have agreed that a maximum of 25 people only are allowed in the hall at one time.
9. It is the HIRER’S responsibility to ensure only two people use the kitchen or toilets at one time. For the storeroom only one person at a time. HIRER to control numbers accessing any of these spaces.
10. The HIRER is responsible for cleaning/wiping – Kitchen surfaces, door handles, tables, toilet and sink areas, all surfaces / equipment which are frequently touched using antibacterial spray/wipes before and after the hire. (We do endeavour to clean the hall between each hire.)
11. Food and drink can be brought in, but NOT to be prepared on the premises. *Please note there will be NO tea towels or dish cloths available.*
12. The annex room is out of bounds and should only be used for medical emergencies. A number of items are available to assist with any emergency that may occur. If the room is used, the booking clerk must be notified.
13. It is the responsibility of the Hirer to ensure that any equipment used is returned to its place of storage having been cleaned as necessary.
14. No equipment is to be stored at the hall without agreement/permission from the village hall management committee.
15. All Rubbish must be double bagged – it is the responsibility of the HIRER to remove all rubbish from the premises.
16. The hall must be kept as well ventilated as possible.
17. The Hirer is responsible for securing the hall after use.
18. THE COMMITTEE reserves the right to refuse or cancel this hire at any time if it is felt to be unsafe or not adhering to the COVID-19 guidelines.