CROWFIELD VILLAGE HALL





Village Hall, Stone Street, Crowfield

STANDARD CONDITIONS OF HIRE

Definitions COMMITTEE = Crowfield Village Hall Management Committee

HIRER = the person hiring the hall.

If the Hirer is in doubt as to the meaning of the following terms and conditions of hire, they should contact the Hall Hiring Secretary.

- 1. THE HIRER shall, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage, however slight, and the behaviour of all persons using the premises, including proper supervision of the car-parking arrangements so as to avoid obstruction of the highway and access by emergency service vehicles.
- 2. THE HIRER shall not use the premises for any other purpose other than that as 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 any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission from the Licensing Authority.
- 3. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment and stage plays which require a licence.
- 4. THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of alcohol and/or the provision of regulated entertainment (see special Conditions 1 and 2).
- 5. 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 of the contents of the building which may occur during the period of hiring as a result of the hiring.
- 6. 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 the payment or repayment of the hiring fee shall be at the discretion of the COMMITTEE.
- 7. 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 properly replaced, otherwise the COMMITTEE shall be at liberty to make an additional charge.
- 8. The COMMITTEE reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for Parliamentary, European, Local or Parish election or by-election or Referendum, in which case the HIRER shall be entitled to a refund of any deposit already paid.
- 9. 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 the HIRER for any resulting loss or damage whatsoever.

SIGNED on behalf of the COMMITTEE
CICNED by the LUDED
SIGNED by the HIRER
Or nerson on hehalf of an organisation

CROWFIELD VILLAGE HALL





SPECIAL CONDITIONS OF HIRE

- 1. THE HIRER herby undertakes to comply with the conditions of the Premises Licences, issued under the Licensing Act 2003, a copy of which is displayed on the notice board in the hall or can be found on the Web Site "Crowfield Village Hall and Recreation Ground".
- 2. The Premises Licence restricts the times that the premises may be used for public entertainment. If the HIRER wishes to provide entertainment outside of the licenced hours, they must obtain written permission from the COMMITTEE. It is then the HIRER'S responsibility to apply to the Licencing Authority for a TEN (Temporary Events Notice) for the provision of Regulated Entertainment outside of the hours covered by the Premises Licence. See
 - http:/wwwmidsuffolk.gov.uk/business/licensing/licensing-act-2003/temporary -event-notice/
- 3. THE HIRER, not being a person under the age of 18, hereby accepts responsibility for being in charge of and to be on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment Licence relating to management and supervision of the premises are met.
- 4. There shall, in addition to the HIRER, be a minimum of TWO other competent attendants, who shall be not less than 18 years of age, on duty on the premises to assist people entering and leaving.
- 5. The HIRER shall not allow children (persons under 18) to be present when showing a film that has a classification that prohibits them from viewing it.

CAPACITY

6. The maximum number of people allowed on the premises must be kept free from obstruction and immediately available for instant public egress.

Seated at tables	120
Mixed Occupancy (tables and dancing)	175
Dancing	200
Closely Seated Audience	200

MEANS OF ESCAPE

7. All means of exit from the premises must be kept free from obstruction and immediately available for instant public egress.

OUTBREAKS OF FIRE

8. The Fire Brigade shall be called to any outbreak of fire, however slight and details thereof shall be given to the Hiring Secretary.

HEATING

9. The hall has Air Source Heating installed in the Main Hall and Kitchen, and wall heaters in the Morris Room and Entrance Hall and Toilets. No unauthorised heating appliances shall be used without COMMITTEE approval.

DANGEROUS PERFORMANCES

10. Performances involving a danger to the public shall not be given.



Stone Street, Crowfield, IP6 9SZ



EXPLOSIVES AND FLAMMABLE SUBSTANCES

- 11. Highly flammable substances shall not be brought into, or used in any part of the premises.
- 12. No internal decorations of a combustive nature, e.g., polystyrene, cotton wool and alike, shall be utilised without the written consent of the COMMITTEE.

EQUIPMENT INSURANCE

13. The HIRER is required to have in place insurance of any electrical and electronic equipment of all kinds which is brought into the premises.