

**VILLAGE HALL, STONE STREET, CROWFIELD**  
**STANDARD CONDITIONS OF HIRE**

Definitions:     COMMITTEE = Crowfield Village Hall Management Committee  
                  HIRER = the person hiring the village hall.

If the HIRER is in any doubt as to the meaning of the following terms and conditions of hire, they should consult 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 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 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 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 the 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 or the contents of the building which may occur during the period of the 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 bye-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 other 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 .....

SIGNED by the HIRER  
or person on behalf of an organisation .....

**VILLAGE HALL, STONE STREET, CROWFIELD**  
**SPECIAL CONDITIONS OF HIRE**

1. THE HIRER hereby undertakes to comply with the conditions of the Premises Licence, issued under the Licensing Act 2003, a copy of which is displayed on the noticeboard in the village hall.
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 licensed hours, they must obtain written permission from the COMMITTEE. It is then the HIRER's responsibility to apply to the Licensing Authority for a TEN (Temporary Event Notice) for the provision of Regulated Entertainment outside of the hours covered by the Premises Licence. See <http://www.midsuffolk.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 shall not exceed:

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. No unauthorised heating appliances shall be used on the premises when open to the public without written consent of the COMMITTEE.

**DANGEROUS PERFORMANCES**

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

**EXPLOSIVES AND FLAMABLE 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.