

Hall – Standard Conditions of Hire

For the purposes of these conditions, the terms 'Hirer' shall mean an individual or, where the hirer is an organisation, their authorised representative. If the hirer is in any doubt as to the meaning of the following, the Booking Secretary should immediately be consulted. Where the 'Committee' is referred to this shall mean the West Winch Village Hall Management Committee.

HIRING FEES & PAYMENTS

Hiring shall not commence until the Hire Fee (including any Cleaning and Damage Deposits) is paid in full. If the booking is made less than 60 days prior to the hiring date, then the Hire Fee plus Deposits shall be paid at the time of booking. If the booking is made more than 60 days prior to the hiring date, then 50% of the Hire Fee shall be paid at the time of booking and the balance of the Hire Fee plus Deposits shall be paid no later than 60 days prior to the hiring date. Regular hirers will be invoiced for the year and payment is required at least monthly in advance. Regular Hirers are to give at least two months' notice if their hire is to end. The Committee reserves the right to refuse to accept a booking at any time prior to the acceptance of payment of all or part of the Hirer Fee.

CANCELLATION

If the Hirer wishes to cancel the booking then any Hire Fee paid shall be refunded providing that a replacement booking is taken for the hiring date. The Committee reserves the right to cancel a booking if the premises becomes unfit for use, the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or there is concern that the premises will not be used for the purpose stated on the booking form. Any Hire Fee paid by the hirer will be returned in respect of loss.

DEPOSITS

It is the responsibility of the Hirer to leave the premises in a clean and tidy state following the function and to ensure that no damage is done to the fabric of the premises or the contents thereof. Should the premises not be left in a clean and tidy state, then the Cleaning Deposit shall be forfeited, and should any damage be occasioned then the Damage Deposit shall be forfeited. The Committee, however, reserve the right to make additional

charges should the state of the premises or any damage thereto necessitate additional cost over and above the value of the Deposits. Deposits shall be refunded (where applicable) within 28 days of the event being held.

USE OF THE PREMISES

The Hirer shall not use the Hall for any purpose other than that described in the hiring agreement and shall not sub-hire or use or allow the premises to be used for any unlawful purpose nor to do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

The Hirer shall ensure that no highly flammable substances are brought onto the premises and that no decorations of a combustible nature are erected without the written consent of the Committee.

The Hirer shall also ensure that no portable heating appliances be brought onto the premises without written consent of the Committee.

The Hirer shall ensure that any portable electrical appliances brought onto the premises have the relevant up-to-date PAT test certificate clearly attached thereto.

It should be the responsibility of the Hirer to ensure that any musicians, caterers etc. are made aware of the conditions of use of the premises as they apply to their activities and any equipment provided/used by them.

CAPACITY OF THE HALL

The maximum capacity of the Hall is 120.

INDEMNITY

The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the premises or the contents thereof during the hiring. The Hirer shall also indemnify the Committee for the cost of replacing locks and keys should any such item be lost as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third-party claims which may be made against the Hirer whilst using the premises. The Committee is insured against all claims resulting from negligent acts or omissions of its own Trustees and Officers.

LICENSES, ETC.

The Hirer shall comply with the licensing laws. A licensed bar may be requested at the time of booking and no alcohol shall be consumed on the premises except that which is purchased from the licensed bar provided.

The hirer is responsible to ensure anyone playing music in the hall has a PPL PRS licence to play live or recorded music in public.

The Hirer shall ensure that no activity is conducted on or in relation to the premises in contravention of laws relating to gaming, betting and lotteries. It shall be the responsibility of the Hirer to be aware of any and all legislation which applies to the purpose of their hiring and to abide by all regulations under such relevant legislation.

ANIMALS

The Hirer shall ensure that no animals, except guide dogs, are brought onto the premises, other than for a special event specifically authorised in writing by the Committee. Under no circumstances are animals to be allowed to enter the kitchen area at any time.

ACCIDENTS AND DANGEROUS OCCURRENCES

The Hirer must immediately report all accidents involving injury to the public to a member of the Committee. Any failure of equipment belonging to the Committee, or the Hirer must also be reported. Assistance will be given by the Committee in completing any necessary documents relating to such incident.

INFORMATION FOR HIRERS

The hirer will receive a separate document giving practical advice and regulations regarding the use of the premises, but nothing in that document shall be constructed as altering any of the above conditions.