

Fradley Village Hall Conditions of Hire

[if !supportLists]1. [endif]No occasional bookings will be confirmed until this form; together with payment requested including any caution deposit has been received by the bookings secretary.

[if !supportLists]2. [endif]**The Hall** is licensed for regulated entertainment which includes music, dancing and performances between the hours of 11.00 am to 12.00 midnight Monday to Sunday.

The hall has a maximum capacity of 180 people which must not be exceeded, (120 seated at tables).

[if !supportLists]3. [endif]**The management committee** or its authorised representative reserves the right to refuse any application to use the village hall.

[if !supportLists]4. [endif]**The Hirer** must be 21 years or over, **n.b. proof of age may be required.**

[if !supportLists]5. [endif]**The Hirer** will be held responsible for the full cost of any loss or repair of any damage to the property, internally or externally, that occurs during or as a result of the period of hire.

[if !supportLists]6. [endif]**The Hirer** , or their nominated representatives agreed by the management committee shall, during the period of hiring, be present on site and responsible for the supervision of the premises, protection of the fabric and contents, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

[if !supportLists]7. [endif]**The Hirer** is responsible for obtaining any Temporary Events Notices for the sale of alcohol in connection with the booking and complying with the conditions of the Hall's Premises Licence.

[if !supportLists]8. [endif]**The Hirer** must supply a copy of any Temporary Events Notice obtained to the bookings secretary at least 7 days before the hire date. **Failure to comply with this request will result in the cancellation of the booking. The booking fee will not be refunded.**

[if !supportLists]9. [endif]**The Hirer** shall not sublet or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

[if !supportLists]10. [endif]**The Hirer** agrees to leave the hall and curtilage in a clean and tidy state and is responsible for ensuring that all doors are secure, windows closed, lights extinguished any crockery or cutlery used is washed, dried and returned to the kitchen store, all equipment used is returned in full working order to the appropriate storage area and left secure. You will lock up the hall at the end of the hire period and return the key to the bookings secretary or other nominated management committee member immediately at the end of the hire period. All rubbish bins are to be emptied by the hirer in a tidy manner into the rubbish container outside the hall. Replacement black sacks are available in the kitchen cleaning cupboard. If the rubbish container is full all additional rubbish relating to your booking must be removed from the site.

[if !supportLists]11. [endif]**Where the hall is hired for a commercial or social event the Hirer agrees to pay a refundable caution deposit of £100.** The deposit will be refunded after the function if all the conditions of hire and rules governing the use of the hall are complied with. **In the event of non-compliance by the hirer with the conditions of hire or rules governing the use of the hall, part or all of the cautionary deposit will be retained and the hirer may incur additional costs.**

[if !supportLists]12. [endif]**Functions (wedding receptions) booked 6 months in advance will be required to pay 50% of the hire charge at the time of booking.**

- [if !supportLists]13. [endif]**The Hirer** is responsible for supplying any First Aid requirements.
- [if !supportLists]14. [endif]**The Hirer** is responsible for any equipment or goods brought onto the premises by themselves or the group they represent, this includes responsibility for insuring said equipment against loss or damage and any consequential damage to people or property arising from its use, see note 15 relating to bouncy castle/inflatable use.
- [if !supportLists]15. [endif] **Bouncy castles/inflatables.** If you are using bouncy castles/inflatables or similar apparatus within the village hall or outside on the car park hirers are advised to consider the potential risk of injury and take proper care to ensure that either the supplier of the equipment or hirers representatives are supervising its use at all times. Apart from hiring from reputable suppliers, and carrying out a proper risk assessment, there should be insurance in place, always check if insurance is provided by your bouncy castles/inflatables supplier.
- [if !supportLists]16. [endif]All electrical equipment used by the hirer must have a current portable appliance test certificate.
- [if !supportLists]17. [endif]**The Hirer** must have adequate public liability insurance cover.
- [if !supportLists]18. [endif]**The Hirer** agrees to allow access to the building at any time during the hire period to the management committee's authorised representatives.
- [if !supportLists]19. [endif]**Portable gas appliances of any description are not permitted within the building.**
- [if !supportLists]20. [endif]**Flammable liquids, gasses or paints of any description are not permitted within the building.**
- [if !supportLists]21. [endif]**Chemical toilet disposal facilities are not available on the village hall site.**
- [if !supportLists]22. [endif]**Caravan parking is not permitted on the village hall car park.**
- [if !supportLists]23. [endif]**Smoking is not permitted anywhere inside the village hall. Smokers are requested to deposit cigarette ends in the bin on the external wall adjacent to the main entrance doors before entering the building.**
- [if !supportLists]24. [endif]**The Village Hall Management Committee reserves the right to alter or amend these conditions of hire and hire charges.**

Fradley Village Hall Management Committee November 2010