

BROCKENHURST VILLAGE HALL – STANDARD CONDITIONS OF HIRE

IF THE HIRER IS IN ANY DOUBT AS TO THE MEANING OF THE FOLLOWING, THE OFFICE SHOULD IMMEDIATELY BE CONSULTED

1. CONDITIONS

The HIRER shall:-

- a. **Supervision** – be responsible for supervision of the premises, the fabric and content, their care, safety from damage or change of any sort and the behaviour of all persons using the premises, as a consequence of the letting. The Management Committee reserve the right to terminate any hire not being properly or responsibly conducted or being in breach of these conditions.
- b. **Damage** – indemnify the Management Committee for the cost of repair of damage done to any part of the property including the grounds and contents of the building which may occur as a result of the hiring. All breakages are to be paid for.
- c. **Insurance** – have insurance sufficient to cover their needs. The Village Hall has insurance cover for statutory purposes only and the Management Committee can accept no responsibility for any injury, loss or damage arising from its use.
- d. **Noise** – take reasonable care at ALL times, especially when people are arriving at or leaving the Hall, to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.
- e. **Sale of Alcohol** - The Village Hall can grant permission to serve and sell alcohol. The permission to sell alcohol MUST be agreed by the HALL MANAGEMENT COMMITTEE no later than 28 days days prior to the event. No retail sale of alcohol may be undertaken by the HIRER except with the permission of the COMMITTEE. The licence covers a period from noon to 23.00, except New Year's Eve when it extends to 1am. The charge for this licence is £15. The Hirer undertakes to be present, or arrange for sufficient competent representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in the Hire Conditions and any relevant licenses. This policy requires that the HIRER as the 'responsible person' must take certain measures as detailed in these Conditions to prevent the serving of alcohol to anyone under the age of eighteen. Guidance on the conditions concerning alcohol in the Hall, as required by the Licensing Act 2003 and amended by the Mandatory Licensing Conditions Order 2010, is available on request.
- f. **Smoking** – ensure that no persons smoke on the premises or in doorways. It is against the law to smoke in the Village Hall and could incur a fine of up to £200 to the hirer.
- g. **Licenses** – be responsible for the observance of the licence conditions laid down for the organisation of dances, musical events and theatrical performances; the Office Administrator should be consulted for the relevant details.
- h. **Vacating Premises** – be responsible for leaving the premises and surrounds in a clean and tidy condition, and put back contents temporarily removed. All lights and appliances must be turned off. Furniture used is to be put away in a clean and orderly state unless the Caretaker's services for this have been purchased (in advance) and all empty bottles, cans, waste paper, food debris and any other rubbish put in black sacks obtainable from the Caretaker and put in the bins provided. The Management Committee reserve the right to make an additional charge of £15 an hour if further cleaning is required.
- i. **Sub-letting** – not sub-let the premises for any purpose or assign the benefit of the agreement to any other party.

2. SAFETY

The HIRER shall:-

- a. **Fire Precautions** – appoint a fire steward to be responsible for ascertaining the location of fire exits and extinguishers. At the beginning of any hiring, inform those present of the position of exits and extinguishers. All exits must be kept clear at all times, no chairs or obstructions placed in corridors, or fire appliances removed or tampered with. All regulations of the Fire and Local Authorities shall be strictly adhered to and residential users must hold a fire drill. Fire steward's duties are attached.
- b. **First Aid** – ensure any use of the first aid kit (located by the telephone) is reported. ALL ACCIDENTS ARE TO BE LOGGED IN THE ACCIDENT BOOK (LOCATED BY THE TELEPHONE) AND REPORTED TO THE OFFICE ADMINISTRATOR.
- c. **Electrical** – ensure that any electrical equipment brought onto the premises by or on behalf of the Hirer has a current Portable Appliance Test (PAT) certificate.

3. BOOKINGS AND CHARGES

- a. **Charges** – a full schedule of charges is obtainable from the Office. Full payment is required no later than 28 days before the date of hire, or in full if the booking is made within 28 days of the hire. A deposit must be paid at the time of booking as follows –
where the total hire cost is £20 or less, THE FULL COST;
where the total hire cost exceeds £20, 20% of the total, minimum £20.
- b. **Availability** – cannot be ensured unless a firm booking has been made, a deposit paid and these conditions of hire signed and a copy returned to the Office.
- c. **Cancellations** – if the Hirer cancels a booking within 28 days of the hire the money paid may not be refundable.
- d. **Cancellations/Rearrangements by the Management Committee** – in the event of the accommodation being required as a Polling Station, for a special event or other purposes or if the Hall is unavailable for reasons beyond the Management Committee's control, the Management Committee reserve the right to cancel or rearrange hirings. Hirers will be entitled only to a refund of any deposit or hire charge paid and the Management Committee shall have no liability to the Hirer for any indirect or consequential loss.
- e. **Booking Time** – must be strictly adhered to. The hire of the Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall is hired. For a private hire the Caretaker will meet the Hirer at the Hall at the time printed on the booking confirmation, and at no time is the Hall to be left unlocked and unattended. All time for preparation and clearing-up must be included in the time booked. The Management Committee reserves the right to charge at the appropriate rate should the booking overrun.

4. GENERAL

- a. **Car Parking** – The Hirer is responsible for ensuring that there is no obstruction of the road and footpaths and that economical use is made of the car park. Should parking be necessary in Highwood Road this must be in the allocated parking spaces. Direction signs for use at the end of Highwood Road, cones and 'No Parking' signs are available from the caretaker and must be returned after use. Access to Emergency Exits must be kept clear at all times.
- b. **Pre – Event Visits** – and deliveries must be arranged with the caretaker or Office Administrator in advance of a function. Deliveries made without warning may not be accepted.
- c. **Fireworks** – of any sort are not permitted in the building or on the premises.

I have read and agree to the above conditions

Signed (Hirer) Name Date