



## CONDITIONS OF HIRE

**For the purpose of these conditions, the term Hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative and the term Committee shall refer to the Village Hall Management Committee.**

*If the Hirer is in any doubt as to the meaning of the following conditions, the Bookings Secretary should be contacted before signing.*

1. The Hirer must be over the age of 21 and it is the responsibility of the Hirer to ensure that all Conditions of Hire (as given below) are met.
2. The date (or dates) of a hiring will be guaranteed only:
  - a. upon receipt of a completed Application for Hire form and the required deposit,
  - b. upon return of a signed copy of the Conditions of Hire,
  - c. upon payment of the balance of the booking fee one week before the event or three months for weddings.
3. The Hirer, or a delegated representative, must be present throughout the period of the hire. In the latter instance, the delegated representative assumes the role of the Hirer (as identified hereafter), although the Hirer still retains overall responsibility.
4. Upon arrival, if the Hirer is dissatisfied with the condition of the Hall or the contents thereof, they must inform a member of the Committee at the beginning of the booking period.
5. The maximum capacity of the Hall (including the adjoining Legion Room) is 150 persons standing or 120 persons seated.
6. The Hirer will be responsible for:
  - a. the conduct of all persons in the premises during the total period of the hire
  - b. ensuring that the Village Hall and all contents contained are not damaged in any way or removed from the premises and, should damage occur, are responsible for reporting this to a member of the Committee at the earliest opportunity
  - c. the use of inflatable bouncy castles and similar such items is not permitted inside the Hall. These may only be used outside and under supervision by the individual responsible for hiring the Hall.
  - d. ensuring that no dogs (except guide dogs) are brought into the hall without prior permission of the Committee.
7. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the premises, including the land around thereof, or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.
8. It is the responsibility of the Hirer to ensure that they have read and taken note of the points made in the document 'Additional Notes – Hire of Minsterworth Village Hall'
9. The Hirer shall not use the premises for any purpose other than that described on the Application for Hire.
  - a. The Hirer shall not sub-hire the premises.
  - b. The Hirer shall not use the premises or allow the premises to be used for any unlawful purpose nor do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof.
  - c. The Hirer shall not use any form of ladders or steps, as these may constitute health & safety regulations
  - d. The Hirer shall not erect any additional form of lighting or drapes/curtains which may endanger the premises by contravening existing fire regulations and insurance. The use of fairy lights is at the discretion of the Committee. Permission must be obtained in advance and only positioned on the pre-installed hooks. Any such lights must conform to UK safety regulations.
  - e. The Hirer shall ensure that nothing is done on, or in relation to the premises, in contravention of the law relating to gaming, betting and lotteries.

Signature of Hirer:

10. The Hirer shall not allow the sale of alcoholic liquor on the premises without first applying for a Temporary Event Notice (TEN), available directly from Tewkesbury Borough Council. This includes alcohol provided as part of the cost of entrance to an event.
  - a. It is the responsibility of the Hirer to ensure that such notice is obtained, not the Village Hall.
  - b. The Hirer must notify the Bookings Secretary of their intention to apply for a TEN.
  - c. Alcohol which is consumed on the premises absolutely free of any charge whatsoever to those attending a private event does not require an occasional licence.
11. The Hirer shall comply with the Premises Licence issued by Tewkesbury Borough Council, a copy of which is displayed behind the bar in the British Legion room and on the outside notice board next to the front door.
12. It is the responsibility of the Hirer to ensure that, if preparing, serving or selling food, all relevant food health and hygiene legislation and regulations are met.
13. The Hirer, or any caterer engaged for an event, is not permitted to introduce additional cooking equipment without first obtaining permission from the Committee (via the Bookings Secretary).
14. The Hirer shall ensure that any activities for children under 8 (eight) years of age comply with the provisions of The Children Act 1989 and any subsequent legislation and that only fit and proper persons have access to the children.
  - a. Additionally, it is a condition of booking that any event attended by children or juveniles (defined as under the age of 18) will be under strict supervision by responsible adults.
15. The Hirer shall not bring marquees, tents, caravans or campervans on to the Village Hall premises without first obtaining permission from the Committee (via the Bookings Secretary). There will be an additional charge for this.
  - a. All camping shall only be permitted on the far field.
  - b. No camp fires or charcoal barbecues are permitted. The use of gas barbecues is allowed so long as appropriate fire safety precautions are taken.
  - c. All individuals camping overnight shall adhere to the noise conditions as outlined in Point 19.a. below.
16. All auctions and sales are to be conducted in accordance with the current Consumer Protection legislation and the Hirer for an auction or sale event shall ensure that members of the public are not prevented from entering or leaving the premises during the event.
17. The Hirer shall ensure that any electrical appliances brought by him to the premises and used shall be safe and in good working order and used in a safe manner.
18. At the end of the period of hire, the Hirer shall be responsible for leaving the premises (including but not limited to the kitchen, the toilets and the stage) and land around in a clean and tidy condition.
  - a. Doors will be properly locked and secured
  - b. All heaters and lights will be switched off
  - c. All contents moved from their usual positions are returned to their original positions
  - d. All items on the supplied 'Closedown Checklist' addressed (posted on the inside of the front door).

In the event of these conditions not being complied with, the Committee shall be at liberty to make an additional charge.
19. All evening events must finish **by 00:00HRS** and all guests be clear of the premises **by 00:30HRS**.
  - a. It is the responsibility of the Hirer to ensure that guests leave in a quiet and respectable manner.
  - b. A flat rate deposit of £50 shall be taken with any booking finishing on or after 11pm and the deposit withheld should the committee receive a written complaint within three days of the event.
20. The Hirer must allow any member of the Committee free access to all parts of the premises upon request by the Chairman or Bookings Secretary.
21. The Committee can accept no responsibility for the loss of, or damage to, property belonging to or introduced to the Hall environs by the Hirer or persons present during the period of the hire, or for any third-party claims arising from the organisation or management of the event by the Hirer.
22. The Committee reserves the right to refuse bookings and, in the event of breach of these conditions, to close down proceedings and have the hall cleared.
23. If the Hirer wishes to cancel or postpone the booking before the date of the event and the Committee is unable to secure a replacement, repayment of the booking fee shall be at the discretion of the Committee.
24. The Committee reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, the hall being required for a village meeting or function or if the hall is undergoing major repairs. In these circumstances reasonable notice will be given.
25. In the event of the hall or any part thereof being rendered unfit for use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

Signature of Hirer:
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## Hirer's Signature of Agreement

I have read and agree to abide by the terms outlined in the Minsterworth Village Hall Conditions of Hire.

Name of Hirer	
Date	
Signature	

**Please return the completed form and make your deposit by BACS payments to:**

**HSBC Bank Account Name: Minsterworth Village Hall, Sort code: 40-17-10 Account number: 61583689**

**Alternatively, cheques may be made payable to 'Minsterworth Village Hall' and sent with the booking form to:**

**Brian Billingham, Bookings Secretary, Minsterworth Village Hall, Main Road, Minsterworth GL2 8JH**