

Great Canfield Village Hall Terms & Conditions of Hire

As the HIRER you shall, during the period of the hiring, be deemed to be the 'RESPONSIBLE PERSON' and it is essential that you read and comply with these terms and conditions

In addition, the Hirer is responsible for:

- The safety and safe use of equipment brought into the hall including relevant third party insurance as required (whether brought by the Hirer, their party or contractors).
- The administration, organisation and overall supervision of the premises.
- The protection of the fabric and the contents; their care and safety from damage however slight, or change of any sort.
- The behaviour of all persons using the premises and surrounding area whatever their capacity.
- The proper supervision of safe and considerate car parking arrangements, so as to avoid obstruction of the highway, fire exits or nuisance to neighbouring properties.
- The consideration of local residents in terms of safety and noise. The Hirer must ensure the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
- Ensuring that there are sufficient responsible people to help supervise and, together with the hirer, are suitably qualified to supervise the group, especially when young children or under 18 year olds are present.
- Ensuring that NO SMOKING is allowed anywhere inside the Village Hall or its immediate surroundings.
- The proper supervision of the movement of tables and chairs to minimise risk of injury.
- The Hirer shall ensure that none of the following items are brought into the premises -Illegal drugs, highly flammable substances, heating appliances, fireworks , animals unless specifically agreed (except guide or hearing dogs); and that no fireworks or smoke machines will be used at the hire event.
- The Hirer shall ensure that the emergency exits are not obstructed.

LEAVING THE HALL IN GOOD CONDITION

The Hirer agrees to be responsible for ensuring that the Premises are left in good and clean condition.

- Any decorations must be removed before leaving the Hall and must not be fixed in such a way as to cause damage.
- Please ensure that chairs and tables are replaced in their original locations with chairs not stacked to a greater height than four chairs high in the hall.
- Please ensure all surfaces are clean and that the floor is swept. Cleaning materials, mops and brushes are available at the hall – and kept in the store room adjacent to the kitchen. Please ensure all cleaning materials are kept out of reach of children.

- Waste may be sorted and disposed of in the labelled bins provided. Any excess must be removed from the hall and surroundings.
- The Hirer undertakes to contact the Booking Secretary at least two days before the booking date to arrange when to meet to be given access to the hall. Also, at the end of use of the hall, to arrange with the Booking Secretary or other nominated person to hand back access and to remain in situ until that individual attends to lock up. The Hirer undertakes to be responsible for the effective security of the premises and contents for the duration of the hire period
- Should any premises or equipment be left in an unsatisfactory condition following inspection by a member of the Village Hall Management Committee, then an extra charge may be applied to cover the cost of rectifying such condition.

USE OF THE HALL AND AVOIDING NUISANCE TO NEIGHBOURS

The Hirer understands that the hire period shall include any period of time during which the Main Hall /Kitchen is being used by the Hirer, including for preparation purposes.

- The Village Hall does not have a Premises Licence. A limited period Temporary Event Notice ('TEN') is required by anyone who proposes to undertake licensable activities. Information about TENs and the application form including guidance notes is available at www.uttlesford.gov.uk. There are limits to the duration of such events and the number that can be held at the hall in any year and so before committing to such events the Hirer must discuss their intention with Booking Secretary.
- Depending on the nature of the event, the hirer may require a PPL licence – refer to www.ppluk.com. The Hirer shall be responsible for all actions, costs, expenses, awards of damage etc relating to any claims following the unauthorised play, playing, performance or use of any records, audio tapes, video tapes, compact discs, mini discs, etc or the unauthorised use of any apparatus or equipment which happens during the period of hire of the hall.
- No collections, games of chance, sweepstakes or lotteries, nor any betting shall be conducted on the premises unless conducted as fundraising and with the agreement of the Great Canfield Village Hall Committee.
- The number of persons permitted in the premises at any one time shall not exceed 80 for seated dining and seating must allow for safe exit.
- Any vehicles are parked at the Hirer's risk. The Hirer will ensure that any such vehicles do not obstruct the premises Fire Exits.
- All amplified music shall be played in such a manner that it does not cause a nuisance to those living in close proximity. All doors and windows should remain closed during periods of amplified entertainment apart from access and egress.

DAMAGE, CLAIMS AND INSURANCE COVER

- The Hirer should ensure that they hold appropriate insurance cover for the events that they organise and any equipment they bring into the hall. In particular it is strongly recommended

that where Hirer's are directly responsible for supervising children on BOUNCY CASTLES or similar they should take out appropriate cover.

- Damage to the fabric or contents of the Village Hall shall be reported to the Booking Secretary immediately after the letting. The Hirer shall repay the Great Canfield Village Hall Committee for all damage to the premises or to the fixtures, fittings or contents and for loss of contents.
- Claims Following Death or Injury: The hirer will be responsible for all costs, expenses, settlements and awards of damages etc in respect of the death of or injury to any person arising out of or in connection with the use by the Hirer of the Hall.
- Claims about Property: The Hirer will be responsible for settling all claims including costs, expenses awards of damages etc relating to claims following damage to or the loss, theft, or removal of any property brought to or left in the hall. The Hirer understands that the Village Hall Management Committee and its Trustees cannot be held responsible for any loss or damage to personal clothing or effects belonging to any persons hiring or using the premises.
- Great Canfield Village Hall Committee holds public liability insurance.
- In some circumstances and as determined by the nature of the event, and at the discretion of the Village Hall Management Committee, a Hirer may be required to pay a deposit to cover any damage. The Village Hall Management Committee undertakes to return the deposit in full within seven days from the date of the event if no costs are incurred.
- The Village Hall Management Committee reserve the right to turn down any application from a potential Hirer if it feels such an application may compromise these Terms and Conditions, the terms of its lease or for any other reason.

Date reviewed: September 2018