

**LEAVENHEATH VILLAGE HALL MANAGEMENT COMMITTEE**  
**STANDARD TERMS & CONDITIONS OF HIRE**

**BOOKING**

1. All bookings for the use of the Hall must be made in writing to the Booking Secretary of the Village Hall Committee.
2. Provisional bookings will be confirmed on receipt of payment and a signed booking form. Bookings made more than one month in advance will be subject to a 25% deposit with the balance payable 21 days before the event. Bookings in less than one month will require full payment.
3. In addition to the hire fee, a separate cheque in the sum of £100 is required as a security deposit. Security deposits will be returned once the Hall has been checked to ensure everything has been left in a clean and satisfactory condition and that no damage has occurred.
4. The Hall and Committee Room are available for hire between the hours of 9.00 am to 12 midnight. The Hall should be vacated by midnight.

**USE OF PREMISES**

5. The maximum number of persons permitted to use the premises should not exceed as stated below:-

Seated at Tables	100 persons
Mixed occupation (tables & Dancing Area)	120 persons
Dancing	140 persons
Closely seated audience	200 persons

6. The hirer shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything which may endanger the same or any insurance policies in respect thereof.
7. Any person wishing to use the stage, sound system or piano must obtain prior permission. Instruction for erection of the stage must be given in advance.
8. **Any alcohol sold on the premises shall be covered by a Temporary Events Notice which must be displayed. This must be obtained by the hirer from Babergh District Council, Licensing Dept.** A notice must be displayed saying that no alcohol to be sold to persons under the age of 18years.
9. No glasses or open glass bottles are to be taken outside the building.
10. The hirer shall not cause or allow any unnecessary noise in or around the premises or in the car park and patrons using the Hall must leave quietly especially at night. The playing of music should cease at 23.30. As the Hall is in a residential area we ask that the noise is kept to a reasonable level and doors and windows should be kept closed.
11. The hirer will not damage the car park surface or permit or allow it to be damaged.
12. At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions shall be replaced, otherwise the Committee reserve the right to make an additional charge. The keys of the premises shall be returned to the Booking Secretary forthwith at the end of the hiring.

13. The hirer shall indemnify the Committee for the cost of repairs of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of hiring as a result of the hiring. The hirer is responsible for leaving the Hall, kitchen and toilets clean. The hirer is responsible for the cost of anything broken or items missing and for damage to misuse. Chairs must be stacked with care and all furniture returned to its normal storage area. **Hirers may lose their deposit if this clause is not respected.** The hirer shall not do anything which will invalidate the Committee's insurance or any licence affecting the premises.

14. The hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than a special event agreed to by the Village Hall Committee.

15. No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the written approval of the Village Hall Committee.

**SUPERVISION**

16. The hirer, during the period of the hiring, shall be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort 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.

17. The hirer is responsible for ensuring that appropriate CRB (Criminal Records Bureau) checks are in place for any function that involves vulnerable adults, children or families.

**CANCELLATION**

18. If the hirer wishes to cancel the booking before the date of the event and the Committee is unable to arrange a replacement booking, the repayment of the fee or deposit shall be at the discretion of the Committee.

19. The Committee reserve the right to cancel any hiring in the event of the Hall and / or the Committee Room being required for use as a Polling Station for a Parliamentary or Local Government election or bye election, or for any other reason at the discretion of the Committee, in which case the hirer shall be entitled to a refund of any deposit paid, but not entitled to any form of compensation whatsoever.

20. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

#### **PUBLIC SAFETY**

21. The hirer shall comply with all Conditions and Regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrate's Court or otherwise, particularly in connections with any event which include public dancing or music or other similar public entertainment or stage plays. The Conditions and Regulations are displayed in the Hall.

22. The hirer should ensure they have a mobile phone to call the emergency services, should it be necessary as there is no phone on the premises. The 'Muster Point' in the event of evacuation of the premises is the **VILLAGE GREEN**.

#### **23. ALL FIRE DOORS MUST BE KEPT CLEAR AT ALL TIMES.**

If the curtains are drawn across the door for privacy, a person must remain by the doors ready to draw back the curtains should any emergency arise.

24. The emergency lighting supply illuminating all exit signs must be turned on during the whole of the time the premises are occupied.

25. Highly flammable substances (e.g. fireworks) shall not be brought into, or used in any part of the premises.

26. Performances involving possible danger to the public are not allowed.

#### **27. Electrical equipment**

Electrical cables and wiring must be laid in such a manner so as not to cause a hazard. Any electrical appliances brought into the premises and used there must be in safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. The hirer will not alter or interfere with any electrical system on the premises.

#### **28. Health and Hygiene**

The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

#### **29. Accident reporting / First aid**

The hirer shall report all accidents involving injury to the public to a member of the Village Hall Committee as soon as possible and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall should also be reported as soon as possible. The First Aid box and accident book are located in the Kitchen.

#### **HIRE CHARGES**

30. The Committee reserve the right to increase the hiring charges from time to time and reserve the right to make an additional charge for the hiring of the Hall and or the Committee Room for special functions.

#### **Regular Hirers**

31. The Village Hall is a charity and does not operate credit accounts for its hirers. All invoices for regular hire must be paid by the 10th of the month following the date of invoice. For example, this means an invoice dated 28th March should be paid by 10th April.

#### **32. Cancellation of regular hire due to adverse weather conditions.**

If a cancellation is made due to adverse weather conditions AND more than 24 hours notice is given, no payment shall be due for that hire. If cancellation is notified with less than 24 hours notice, AND the Hall is considered accessible, a charge of 25% of normal hire cost for that session will be payable.

33. Any new clubs who would like to enter into an on-going hire agreement should be aware that a deposit invoice will be raised for a month's hire in advance, for the a period of time until the club has become established.