

BRIDGE VILLAGE HALL & HUNTER ROOM
STANDARD CONDITIONS OF HIRE



For the purposes of these conditions, the term **HIRER** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

- 1. SUPERVISION:** The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or changes 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 to the highway.
- 2. USE:** The Hirer shall not use the premises for any other purpose other than that described in the hiring Confirmation Booking Form and shall not sub-hire 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 on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
- 3. LICENCES:** The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performances Ltd or otherwise and for the observance of the same. If you submit a Temporary Event Notice to the City Council, you **must** inform us.
- 4. HEATING:** When the weather is colder (generally from October to April), the heating will automatically come on half an hour before the booked start time and switch off 10 minutes before the booked end time. Heating is set to 19°C.
- 5. ENTERTAINMENT LICENCE:** The Hirer shall be responsible for compliance with the current terms of the Entertainment Licence, which is displayed in the Village Hall.
- 6. GAMING, BETTING & LOTTERIES:** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting or lotteries.
- 7. REGULATIONS:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrates Court, or otherwise, particularly in connection with any event, which includes public dancing or music or other similar public entertainment including stage, plays. **The fire brigade must be called out to any outbreak of fire on the premises no matter how small it may appear.**
- 8. SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS AT RISK:** The Hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Hirer must provide us with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported
- 9. FOOD:** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
- 10. ELECTRICAL APPLIANCES:** The Hirer shall ensure that any electrical appliance brought by the Hirer into the premises and used there shall be in safe and good working order, and used in a safe manner.
- 11. DAMAGE:** The Hirer shall indemnify the Committee for the cost of any repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings, which may occur during the hiring as a result of the Hiring.
- 12. CANCELLATION:** If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Committee.

- 13. NOISE:** At all functions the noise level must be controlled so that local residents are not unreasonably disturbed. The Hirer shall also ensure that the minimum of noise is made on arrival and departure.
- 14. DOGS:** The Hirer shall ensure that no dogs except guide dogs are brought into the premises.
- 15. PARKING:** The Village Hall has no dedicated parking. Hirer shall ensure that users and guests park considerately and avoid parking on the double yellow lines in the vicinity of the hall.
- 16. SMOKE DETECTORS:** Under no circumstances whatsoever may any of the smoke detectors be covered, disabled or dismantled.
- 17. 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 position properly replaced, otherwise the Committee shall be at liberty to make an additional charge. In particular, to conserve energy, all lights must be switched off. ***Please take all rubbish with you*** – do not fill up the wheelie bin, as it is only collected every fortnight. There are no recycling facilities available at the hall. Please sweep the hall floor and wipe down kitchen surfaces (if used). Ensure tables and chairs are put back correctly and wipe chairs if they have become dirty.
- 18. ELECTIONS:** The Committee reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
- 19. UNAVAILABILITY:** In the event of the Hall, Hunter Room 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 whatsoever.
- 20. REFUSAL/TERMINATION:** The Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the tenure of the agreement upon giving seven days notice in writing to the Hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the Hirer to the Committee, but the Committee shall not be liable to make any further payment to the Hirer.
- 21. DATA PROTECTION:** Information given on booking forms is securely stored for use by the committee for the purposes of managing the booking. No information is passed to third parties. If you wish to know what information is held or change or delete it, please contact the Secretary.