

CHILTON VILLAGE HALL STANDARD CONDITIONS OF HIRE
[A large print version of these conditions is available on request]

If the hirer has any doubt as to the meaning of the following, a member of the Management Committee should be immediately consulted. ***For the purposes of these conditions, the Hirer shall mean an individual hirer or, where the hirer is an organization, the authorized representative.***

1. The hall complies with the **NO SMOKING** law under the Health Act 2006. Smoking is strictly forbidden within the hall and it is the responsibility of the hirer and the hirer's guests to obey this law. Failure to do so could mean ejection from the hall and the imposition of a fine from the local district council.
2. **THE HIRER** shall at all times ensure that ALL emergency exits are kept clear and free of obstruction. The Fire Brigade shall be called to any outbreak of fire, however slight, and details given to the Management Committee.
3. **THE HIRER will, during the period of the hiring, be responsible for 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 and or other vehicles.**
4. **THE HIRER** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
5. **THE HIRER** shall be responsible for obtaining and provide proof of the existence of such licences as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Right Society, Phonographic Performance Ltd or otherwise and for the observance of the same.
6. **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.
7. **THE HIRER** shall comply with all conditions and regulations in respect of the premises by the Fire Authority, Local Authority, the Local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.
8. **THE HIRER** shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
9. **THE HIRER** shall ensure that any electrical appliances brought by them to the premises and used there are safe, checked and in good working order.
10. **THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof and the contents of the buildings, which may occur during the period of the hiring as the result of the hiring.**
11. **IF THE HIRER** wishes to cancel the booking within a period of time less than 30 days before the date of the event and the Committee is unable to conclude a replacement booking, the question of re-payment of the fee shall be at the discretion of the Committee.
12. **THE HIRER** shall ensure that the minimum of noise is made on arrival and departure.
13. **THE HIRER** shall ensure that no dogs other than guide dogs are brought into the building.
14. **THE COMMITTEE** reserves the right to cancel this 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 monies paid.
15. **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.
16. **THE HIRER** shall ensure that any activities for children comply with the provisions of the current Children Act and that only fit and proper persons have access to children.
17. **COMMERCIAL HIRE - Any person hiring the hall for commercial purposes (holding any activity/function for financial gain e.g. aerobics lessons, keep fit classes etc.) must provide full Public Liability insurance cover (£5,000,000 indemnity). The hall booking officer must be provided with evidence that this insurance cover is in place before a commercial booking shall be accepted.**
18. **THE COMMITTEE** reserves the right to refuse a booking without notice or cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer.
19. **THE HIRER** shall be entitled upon such notice to reimbursement of all monies paid to the Committee but the Committee shall not be liable to make any further payment to the hirer.
20. **THE HIRER** must report all accidents involving injury to the public to a member of the Management Committee as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.
21. **THE HIRER** shall not carry out or permit fly posting or any other form of unauthorized advertisements for any event taking place in the Hall and shall indemnify the Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

SCHEDULE OF SPECIAL CONDITIONS

1. **THE HIRER will be required to pay a DEPOSIT of £50, or a DEPOSIT of £250 in the case of 18th or 21st birthday parties (18th and 21st parties are restricted to Chilton Parish residents only), in ADDITION to the FULL HIRE FEE at the time of booking.** This deposit to be returned to the HIRER less the cost of rectifying any damage caused (including any cleaning costs) to the premises and/or contents thereof during or as the result of the hiring (see also Condition 10 above).
2. **THE HIRER** or in the case of an organization, the authorized representative shall at the time of the signing be over the age of eighteen.
3. **NO EVENING FUNCTION** shall last beyond the hour of midnight.
4. **NO VEHICLE** shall be driven beyond the official car park.
5. **GLASS, PLASTIC and CAN WASTE** should be removed from the hall and disposed of by the HIRER in a recycling facility; all other waste must be removed from the premises and deposited in the rubbish containers situated outside the building. The car park and cycle rack lights should be switched to automatic before leaving the building. Bicycles should NOT at any time be taken into the building.

6. **THE HIRER** shall, if selling goods on the premises, comply with Fair Trading Laws and any codes of practice used in the connection with such sales, in particular, the HIRER shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organizer's name and address and that any discounts offered are based on Manufacturer's Recommended Retail Prices.

7. **THE HIRER must adhere to the following insurance rules surrounding the use of bouncy castles in the Village Hall.** If the Bouncy Castle is hired with a supervisor, the supplier MUST have their own Public Liability Insurance. If however, the Bouncy Castle is hired in, and its use is to be controlled by the hirer, then the following will apply: an adult representative must act in a supervisory capacity AT ALL TIMES; only children of a similar age and size should be allowed on the castle at any one time; care should be taken to avoid any over crowding and ensure that the manufacturers recommendations for numbers are not exceeded; soft gym mats should be positioned to cover any hard surface at the open front of the castle; make sure that users of the castle remove any potentially dangerous objects, such as jewellery, buckles, shoes etc. and do not allow children over the age of 12 years to use the castle.

8. **FOR FETES, FESTIVALS** and other similar events extra insurance criteria apply; either the **HIRER** must have their own public liability insurance or they must comply with specified terms and conditions which can be supplied by the **COMMITTEE** on request.

9. **THE HIRER** shall not permit fireworks to be set off in the hall or on the surrounding playing field.

THE HALL MUST BE CLEANED AND THE KEYS RETURNED IMMEDIATELY TO THE KEYHOLDER AFTER YOUR BOOKING. Failure to do this could mean the loss of the whole or part of your deposit, plus any additional costs incurred to bring the hall up to an acceptable standard or the loss of a booking brought about by failure to clean the hall.

AT THE END of the hiring the **HIRER** will be responsible for leaving the premises in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

IMPORTANT - HIRERS should note that in the Village Hall the burglar alarm will automatically arm when the main door is locked from either the inside or outside.

**Chilton Village Halls carry a Premises Licence and a Performing Right Society Licence
VH LICENSED TO HOLD 200 MAXIMUM (150 MAIN/50 SMALL HALL), COMMUNITY ROOM 60 MAXIMUM**