

## LLANON VILLAGE HALL AND PLAYING FIELDS COMMITTEE

Charity registration no. 523867

### GENERAL CONDITIONS OF HIRE

**1. Booking**

It is the responsibility of the Hirer to make known all their requirements at the time of booking on the application form.

**2. Responsibility.**

The Hirer, not being a person under 18 years of age, shall be present at all times when the public is present and shall be fully responsible for the proper, legal and orderly use of the hall by all persons and for leaving the premises and surrounding area clean, tidy and safely secured at the end of the hire. All electrical lighting and appliances shall be switched off. The hirer shall be responsible for arranging the putting out of any furniture or equipment required and for stowing it away in its proper place at the end of the hire. Any LIQUID spilt on The Hall floor must be wiped up IMMEDIATELY. Hirers are requested not to wash the floor, only to sweep it.

Any loss or damage to the hall, its fixtures, fittings and contents must be reported immediately to the booking secretary. Any equipment left on the premises by regular users shall be stored in its designated storage space at the sole risk of the hirer. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents

**3. Cancellation**

The repayment of the fee or deposit shall be at the discretion of the Hall Committee if the hirer gives less than 48 hours' notice of cancellation.

The Hall Committee reserves the right to cancel a booking by written notice to the Hirer in the event of the premises being required for use as a Polling Station (usually Thursdays); or If the Hall Committee reasonably considers that such hiring will lead to a breach of licensing conditions, other legal requirements, or that unsuitable activities will take place at the premises.

The Hall committee reserves the right to cancel a booking without notice in the event of an occurrence beyond the direct control of the Committee e.g. storm damage or if the premises are required as an emergency shelter. In any such case the Hirer shall be entitled to a refund of any fee already paid. The Hall Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**4. Use of premises**

The Hirer shall not use the premises for any purpose other than that described whilst booking and shall use the premises or allow the premises to be used in any unlawful manner nor do anything or bring onto the premises anything which may endanger the premises or persons or render invalid any insurance policies.

**5. Licensable activities**

In accordance with the Licensing Act 2003, the Village hall has a Premises Licence. This licence does not include a licence to sell or supply alcohol. The hirer shall ensure that the Village Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form e.g. Record, CD, tape, radio, TV or by performers in person.

The hirer agrees not to exceed the maximum permitted number of people per room including the organiser/performers and to observe the Hall seating plan ensuring that routes to the fire exits are not obstructed.

Main Hall	200
Kitchen as Committee Room	10

**6. Insurance and indemnity**

The Hall Committee has up-to-date public, employers' and hirer's liability insurance. If any additional insurances are needed for the event, it will be the Hirer's responsibility to ensure that adequate cover is arranged.

**7. Compliance with the Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only persons who have passed the appropriate Criminal Records Bureau checks, have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities.

The Hirer shall provide the Hall Committee with a copy of their CRB check and Child Protection Policy on request.

**8. Dangerous and unsuitable performances**

Performances involving danger to the public or of a sexually explicit nature shall not be given.

**9. Smoking**

Smoking and vaping are not permitted in the hall. The hirer shall ensure that any person not complying shall be asked to leave.

**10. Alcohol**

No alcohol may be supplied or consumed in the premises without the specific written authority of the Hall Committee.

**11. Drunk and disorderly behaviour and supply of illegal drugs**

Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

**12. Health and Hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

**13. Gaming, Betting and Lottery**

The Hirer shall ensure that nothing is done in contravention of the law relating to gaming, betting and lotteries.

**14. Electrical appliance safety**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises. The Hirer shall ensure that any other electrical appliances brought by them to the premises shall be safe, in good working order, and used in a safe manner. A residual circuit breaker should be used.

**15. Accident and dangerous occurrences**

The Hirer must report all accidents involving injury to the public by completing the Village Hall's accident book. Any failure of equipment belonging to the village hall or brought in by the Hirer must also be reported as soon as possible.

**16. Explosive and flammable substances**

The hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature shall be erected without the consent of the Hall Committee. No decorations are to be put up near light fittings or heaters.

**17. Means of escape**

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

**In advance of a public entertainment the hirer shall sign to accept the terms and conditions relating to these events**

**18. Outbreak of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the Hall Committee.

**19. Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the village hall. No animals whatsoever are to enter the kitchen at any time.

**20. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make sure any noise does not disturb neighbours.

**20. Stored Equipment**

The Hall Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises.

All equipment and other property (other than equipment stored by agreement) must be removed at the end of each hiring

If the hirer fails to remove any property within 7 days, the Village Hall management committee may dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in so doing. No equipment or fittings, the property of the Village hall, may be taken out of the building without consent of the hall committee.

**21. No alterations**

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 prior written approval of the Hall Secretary.

Any alteration, fixture or fitting or attachment so approved shall at the discretion of the village hall remain in the premises at the end of the hiring. It will become the property of the village hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal. No crystals, powder or other substance shall be applied to the floors.

**22. Car Parking**

Any letting of the hall shall include use of the car parking facilities but without any priority over other users of the hall. Cars must be parked so as not to cause obstruction and noise kept to a minimum. The committee accepts no responsibility for vehicles or their contents which are parked at the risk of owners.

**23. Film Shows**

Film shows may only be held on a not-for-profit basis (this includes fund raising for charity). Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure they have the appropriate copyright licences for film.

**24. Sale of goods**

The hirer shall if selling goods on the premises comply with Fair Trading Laws and any code of practice used in connection with such sales

**25. Fly posting**

The hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises.

**26. Right of Access**

Any officer of the Committee or any Police or Fire Officer shall be granted access to the Hall at all times and for any purpose.

**27. Waver of Terms and Conditions**

The Hall Committee reserves the right to waver these terms and conditions at any time.