

CONDITIONS OF HIRE

This agreement is between the SHROTON VILLAGE HALL MANAGEMENT COMMITTEE and

..... (Name)

..... (Organisation)

I agree to be bound by the following conditions regarding the hire and use of Shroton Village Hall.

These conditions are determined by the requirements of the Insurance covering the Hall and users thereof.

1. The Hall must be secured at any time it is left unoccupied. The hirer shall not use the Hall for any other purposes other than that described in the hiring agreement nor allow the hall to be used for any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies thereof.
2. When occupied ALL (four) fire exits must be kept clear and unsecured. On leaving the Hall all fire exits must be re-secured. Due consideration must be given at all times to fire safety procedures.
3. The Hirer shall, if preparing, serving or selling food, observe all relevant health and hygiene legislation and regulations. The Hall and its surroundings must be kept clean and tidy and on exit of Hall must be left in condition it was found. All recycling must be disposed of by the Hirer. Any other rubbish should be placed in the bin outside the kitchen door.
4. The Hirer shall be responsible for obtaining such licences as may be needed, such as for the sale or supply of intoxicating liquor.
5. The Hirer shall ensure that any electrical equipment brought onto the premises and used there shall be safe and in good working order, and used in a safe manner.
6. Any furniture brought into use from the store must be returned to the same place within the store at the end of the hire period. Chairs and tables must be stacked neatly and returned as found.
7. Any breakages or damages must be reported to the Hall's booking clerk and may be charged for. A returnable deposit of £50 will be taken at the time of booking and will be returned once the booking clerk has declared that the Hall is left suitably vacant.
8. There must be no excessive noise. Due consideration must be given to the fact that the Hall is surrounded by residential properties.

9. The Hirer shall ensure that all activities comply with current legislation relating to the safety and welfare of children.

10. The Hirer is responsible for the proper supervision of the premises, the fabric and their contents including proper supervision of car parking arrangements so as to avoid obstruction of the public highway.

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

12. The Hirer shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act of 2006 and regulations made thereunder. Any person who breaches this provision will be asked to leave the premises.

13. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation) whilst using the Hall.

14. The Hirer must report any accidents or incidents involving injury to the public to a member of the management committee or the booking clerk as soon as possible.

15. Shroton Village Hall Committee reserves the right to terminate the hire instantly in case of misconduct or breach of these conditions and/or to charge a levy for any work necessary to rectify any breach of these conditions. 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 the payment of the fee shall be at the discretion of the committee.

16. The Key must be returned to the bookings clerk at the time of termination of the hire period in order to receive back said deposit.

Signed by the Hirer

Date

Signed by the representative of the Village Hall Management Committee

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Date