

# STONELEIGH VILLAGE HALL

(Registered Charity Number 702842)

## CONDITIONS OF HIRE

### Introduction

The HIRER means the person whose name and signature appear on the Hire Agreement. The Premises means the Stoneleigh Village Hall (Abbreviated SVH) Annexe, the car parking areas and the field. In the event of an emergency occurring, the names and telephone numbers of the Trustees who can be contacted are provided on the main notice board in the Hall Foyer, along with the conditions of hire.

### Safety and Security

For everyone's safety and security, HIRERS should fully familiarise themselves with the 'Fire Action' procedures from the information displayed in the Foyer. The emergency, external and internal fire doors must be kept shut during an event unless otherwise necessitated by an emergency. Upon departure, all windows and doors must be made secure.

### Supervision

During the period of hiring, the HIRER will be responsible for supervision of the Premises, the fabric and the contents of the building, their care, safety from damage however slight, 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. As directed by the Bookings Secretary, the HIRER shall make good or pay for all damage caused (including accidental damage) to the Premises, fixtures and fittings or contents and for any loss of contents.

### Use of Premises

The HIRER will be responsible for ensuring that all conditions for use of the premises (including the enforcement of the "no smoking policy") are adhered to. The HIRER shall not use the premises for any purpose other than that described in the Hire 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 into the premises anything which may endanger them or render invalid any insurance policies in respect of the premises nor allow the consumption of alcohol on the premises unlawfully.

The HIRER shall comply with all conditions relating to the Premises stipulated by the fire authority, local authority or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

The HIRER should ensure that on or before the time specified for the end of the period of hiring, the Premises are left in a clean and tidy condition. All items of equipment and furniture temporarily removed from their usual positions must be replaced and/or returned to designated storage area(s). All lights, electricity, gas and water will be turned off. If the HIRER fails to do this or in the event of breakages or losses, additional charges may be levied against the HIRER.

### Licences and Regulations

The HIRER shall be responsible for obtaining any special licences that may be needed for the event.

Any individual employed during the event to carry out security duties shall be properly licenced.

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.

The HIRER shall ensure that any activities involving children and their supervision comply with the relevant legislative provisions and that only fit and proper persons have access to the children.

The HIRER will be responsible for obtaining an alcohol licence, should alcohol be sold on the premises.

### Indemnity

It is the responsibility of the HIRER to ensure that any company, organisation or individual(s) employed by the HIRER to supply play equipment (eg. Bouncy castle) or other entertainment equipment has appropriate and adequate insurance against all claims arising from damage or injury.

SVH shall not be liable for loss or damage to any property, which may be brought onto the premises.

## **Cancellation**

If the HIRER elects to cancel the booking a percentage of the hire charge will normally be applied for cancellation. A sum equivalent to 50% of the hire charge will be payable if the cancellation is less than 2 months before the event and 30% of the hire charge if the cancellation is more than 2 months but less than 3 months before the event, with a minimum charge of £12.

SVH reserves the right to cancel a hiring in the event of the premises being required for use as a polling station for a parliamentary or local government election or bye-election or for use in an emergency by medical or other services, in which case the HIRER shall be entitled to a refund of any deposit or advance payment already made.

In the EVENT of the premises, or any part of them being rendered unfit for the use for which they have been hired, SVH shall not be liable to the HIRER for any resulting loss or damage whatsoever.

## **Health, Hygiene and Safety**

The HIRER or his/her representative concerned with any catering shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

The HIRER shall ensure that any electrical appliances brought into the premises and used there, shall be safe and in good working order and used in a safe manner.

The HIRER must ensure that any inflammable, explosive, dangerous or offensive articles are not taken into the premises without permission.

## **Accidents**

The HIRER must report all accidents involving injury to the public to the Bookings Secretary as soon as possible and complete the relevant section in the SVH's Accident Book. Any failure of equipment either that belonging to the SVH or brought in by the Hirer that might affect the premises or facilities, must also be reported as soon as possible.

The Fire Brigade shall be called to an outbreak of fire and the premises evacuated in an orderly manner. Additionally, a representative of SVH should be contacted immediately and all details shall be given to the Bookings Secretary.

## **Special Conditions**

No nails, screws, adhesive tape or equivalent may be driven into or fixed onto walls, doors, glass, floor, furniture or fittings without express permission from SVH and the HIRER must dispose of all bags of rubbish created at an event, not leave them on the premises.

The Maximum safe occupancy limits stated in the Premises Licence are:

Main hall:

- Seated at tables 80 persons
- Seated in rows 120 persons

Committee room:

- seated at tables - 15 persons
- seated in rows – 20 persons

Payment shall be made strictly in accordance with the Terms given in the Hire Agreement. The right is reserved to request a Bond of up to £200 as a security in the event of any breach of these Conditions by the Hirer. SVH reserves the right to refuse a booking.

Events shall start and finish within the times stipulated on the Hire Agreement and the Premises shall be vacated without causing noise nuisance, in accordance with the Terms of the Premises Licence.