

## Terms and Conditions of Hire

Please read, sign and date this copy in the presence of the Caretaker or other Memorial Hall Officer and keep the second copy.

### Responsibility of the Hirer

1. Hirer must be over 18 years old, will be present for the whole of the booked period and accepts full responsibility for the following: Supervision of the event in respect of care and behaviour of those present; Familiarisation of fire procedures (see below); Awareness of health and safety risks; Hygiene legislation regarding the preparation and cooking of food if applicable; Compliance with licensing statutes; Adherence to the No Smoking/No Vaping regulation.
2. Hirer to ensure that the hall premises are only for the purposes as outlined in booking form; that no illegal drugs nor over indulgence of alcohol is permitted; no flammable substances (including decorations) or portable heaters are brought into the hall without the consent of the Caretaker; any accidents are recorded in the Accident Book and advised immediately to the Caretaker or those named in note 16; animals, other than guide dogs, are not permitted.
3. The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers: Main Hall: 100 / Small Hall 40

### Damage, Preparation and Clearing Away

4. The named Hirer is responsible for any damage to the fabric or contents of the hall and may have to surrender the deposit monies as payment for the reinstatement or repairs.
5. Hirers should allow time before and after the event for preparing the hall and any other facilities and for clearing away at the end of the event such that the facilities are in the same state as when first entering the hall. Preparation and clearing away time should be included in the hire time and agreed with the caretaker at the time of booking and before signing this document.
6. The Hall does not have the facilities to dispose of external rubbish, **the Hirer is responsible for providing black bin bags and removing all rubbish and waste at the end of the event.** Failure to remove all rubbish may result in a waste removal fee being taken from your deposit.
7. Strictly no confetti or confetti balloons.
8. No high heeled shoes to be worn on the wooden floors

**NOTE:** The hall has recently been redecorated at vast expense and as such **no blu tack, cellotape or other adhesive should be used on the walls. Nor should drawing pin, nails, or anything that could scratch or puncture the paintwork and walls.** The Hirer will be liable for the cost of repainting any area damaged as a result of decorations being attached to the walls.

### Noise and Behaviour

9. The Hirer will endeavour to ensure that the level of any noise is kept within acceptable limits, with particular reference to the evening hours, and that all music ceases at 10pm. The Hall will be locked for the night no later than 11pm or 10pm on Sundays.
10. Movement of vehicles on the carpark and in the surrounding roads should be kept to a minimum, particularly in the late evening.
11. The Hirer will also be conscious of the behaviour on the part of those at the event and will take all necessary steps to ensure a responsible attitude towards other guests and residents of the village.

### Heating and Lighting

12. Heating and lighting will be available throughout the session period. Any unforeseen interruption in the electrical or gas supply should be reported to the Caretaker (see note 21) or, if unavailable, to either of the other numbers in note 21.

### Children

13. Should the event involve children and/or vulnerable persons, the Hirer should be aware and comply with the requirements of DBS checks for persons actively engaged in/with the event.
14. The Hall can be booked for children's parties for children up to the age of 12 years old. The Hirer understands that the Hall is not able to host events for teenagers under any circumstances.

### Sale of Goods

15. The Hirer is also required to comply with the provisions of the Fair Trading Laws if the event involves the sale of merchandise (e.g. prices are prominently displayed as shall the organisers name and address and for any discounts offered are based on the Manufacturer's Recommended Retail price). The Hall is not responsible for any complaint arising from this activity.

### Insurance

16. **The use of inflatables and bouncy castles are NOT covered by Broadheath Village Hall's insurance policy.** If the supplier of a bouncy castle is staying to supervise the use, the hirer is advised to obtain proof of the supplier's Public Liability Insurance. If the hirer will be responsible for supervising use of a bouncy castle we advise they arrange a one day Public Liability Insurance policy to cover the event. One day Public Liability Insurance policies are available online.
17. The Hirer may consider insuring the event to cover any claims made upon the Hirer by the Hall in the event of any accidental or malicious damage, breakages, loss of property or injury to persons.

### Cancellations

18. Payment must be made in full at the time of booking to secure the reservation of the Village Hall. No booking will be confirmed until payment is received. Cancellations made with more than 90 days' notice prior to the hire date will receive a full refund. Cancellations made with more than 60 days' notice but less than 90 days' notice prior to the hire date will receive a 75% refund. Cancellations made with more than 30 days' notice but less than 60 days' notice prior to the hire date will receive a 50% refund. Cancellations made with 30 days' notice or less prior to the hire date will not be eligible for a refund and will be charged in full. The Hall reserves the right to cancel in the event of an emergency; required by a local authority; subsequent received information that may invalidate the booking (e.g. breach of licence, unlawful/unsuitable activities). Security deposits will be refunded in full after the hire, provided that the Village Hall is left in a clean and undamaged condition. Any deductions for damage or cleaning will be notified and deducted from the deposit before refunding.

### In Case of Fire

19. Hirers are expected to familiarise themselves with the position of the FIVE fire extinguishers and THREE exits.
20. In case of fire the Hirer should determine whether to use a fire extinguisher or break of the THREE Fire "Break Glass" Alarms and ensure the immediate evacuation of the building.
21. By using a mobile phone the Hirer should:
  - a) ring 999 to summon the Fire Brigade and other emergency services as is required
  - b) ring the following numbers in order to alert village residents:  
Jessica Ronan - 07480 065224   Mike Beard - 01905 640139   Joan Hayes 01905 641998
22. Occupants evacuated should assemble on the village field adjacent to the Hall and the Hirer should determine if everyone at the event is accounted for.
23. Await the arrival of the emergency services.

I have read and agree to the Booking Fees and the Terms and Conditions above:

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE:** The caretaker will arrive at the agreed time to unlock the hall and provide a walkthrough to the hirer. If the hirer is more than 15 minutes late without prior communication, the caretaker reserves the right to leave the premises, and the hall will remain locked. It is the responsibility of the hirer to contact the caretaker promptly in case of delays to avoid disruption.