

Barrow Gurney Village Hall Hire Agreement

Standard Terms & Conditions of Hire

1. These conditions relate to the building known as Barrow Gurney Village Hall, all its rooms and grounds including the car park.
2. Bookings for the hall must be made through the online booking service. Your booking is provisional until we confirm it by email.
3. We may impose additional conditions on you before we confirm your booking depending on the event for which you are hiring the hall. We also reserve the right to impose a winter fuel supplement if necessary.
4. We may also impose additional charges after your booking if:
 - a) damage is caused directly or indirectly during your period of hire;
 - b) cleaning is required due to your direct or indirect actions or omissions;
 - c) imported electrical goods use significant extra power.
5. Cancellations can be made up to 48 hours before a booked event without charge. Any cancellations made after this period, or bookings left on the calendar but not used, will be charged at the usual rate.
6. The Hall may be hired only by an adult aged 18 years or above who will be responsible for the conduct of all those using the hall throughout the period of hire.
7. The Hirer must be present in the Hall at all times during the function or event.
8. It is advised that the maximum number of people in the hall should not exceed 120. Numbers will be dependent on the layout of the event.
9. Barrow Gurney Management Committee holds Public Liability Insurance which covers most events in the hall, but if a hirer runs commercial events or needs cover for risk-taking events or expensive equipment, the hirer will need to take out their own insurance.
10. The Hirer must ensure that no nuisance is caused to local residents through excessive noise, activities outside the Hall building, dangerous or inconsiderate parking of vehicles or any other actions or behaviour. Music that can be heard outside the hall must end at 11pm.
11. Barrow Gurney Village Hall Management Committee has an Alcohol Premises license with a named Designated Premises Supervisor (DPS) which enables us to run a bar with either the DPS present or a delegated person. If any function or event involves the sale either by way of a cash bar, or as part of a ticket for admission, or by any other means outside of the provision authorised by the DPS, it is the responsibility of the Hirer to send a Temporary Event Notice (TENS) to the local authority (North Somerset Council) and to the police together with the appropriate fee. This must be done at least three weeks prior to the event date.
12. A Temporary Event Notice may be lodged by the Hirer only with the express consent of the Barrow Gurney DPS on behalf of the Barrow Gurney Village Hall Management Committee. The DPS reserves the right to refuse a booking or to require that alcohol shall not be sold if the lodging of a Temporary Event Notice by a Hirer would cause the permitted annual limit of such notices to be exceeded.
13. Nothing may be affixed to the lights, walls, doors, woodwork or curtains without permission. Balloons, streamers, bunting etc may be tied by string to beams and clear of any lighting as long as due care is observed and all items removed at the end of the hire period. Bouncy Castles or large ball games are not permitted because of danger to the lighting.
14. Naked flames including candles and tea-lights are not permitted in any part of the building.
15. If the Hirer brings any electrical appliance or any other equipment into the Hall, the Hirer shall be solely responsible for the safe condition and operation of such appliance and/or equipment. No LPG appliances or highly flammable substances may be brought onto the premises.

16. Smoking, including from electronic cigarettes, is not permitted in any part of the building.
17. The Hirer may not sub-hire the premises or use them for any purpose other than that indicated to the Bookings Secretary at the time of booking and as shown on this form.
18. The Hirer must ensure all emergency exits and the routes to such exits are kept clear of furniture or any other items that may hinder safe emergency evacuation from the Hall.
19. Any accident or personal injury must be recorded in the Accident Book located in the kitchen. It must also be reported to the Bookings Secretary.
20. Hirers are responsible for drawing up their own Risk Assessment. A template Risk Assessment form is available on request.
21. The heating is controlled remotely by the appointed person on the Management Committee and must not be altered in any way. If the temperature is considered too hot or cold, the hirer should message or call the number given.

Indemnity

22. The Hirer shall indemnify and keep indemnified each member of Barrow Gurney Village Hall Management Committee against :
 - a. The cost of repair of any damage done to any part of the premises, fittings, fixtures, contents or carpet
 - b. All actions, claims and costs of proceedings arising from any breach of the Conditions of Hire
 - c. All claims in respect of damages including damages for loss of property or personal injury arising as a result of the use of the premises by the Hirer.

On Arrival

23. The plan on the notice board in the main hall shows the location of fire extinguishers and fire blanket, emergency exits, mains water stop tap and main light switches.
24. It is the responsibility of the Hirer, as soon as possible, to familiarise themselves with the locations of fire-fighting equipment and the emergency exits

On Departure

25. It is the responsibility of the Hirer to ensure :
 - a. All kitchen appliances, including the kitchen water heaters, are turned off;
 - b. All lights including the toilet lights and outside light are turned off. There is a button beside the double doors that can activate a timed light to allow you to depart the hall and car park safely but the main external switches adjacent to the double doors must be turned off first;
 - c. All external doors are closed securely.
26. It is the responsibility of the Hirer to ensure the entire premises are left clean and tidy with all rubbish taken away. Please note: there is **no rubbish collection from the hall**.
 - a. All used crockery, cutlery, utensils or glasses are washed, dried and put away
 - b. The cooker whether hob and/or ovens is left clean after use
 - c. If the dishwasher is used, it is emptied before leaving. If hall tea-towels are used, they are washed and returned to the hall within seven days or by arrangement
 - d. Adequate time for clearing up has been included in the time booked
 - e. The key is returned to the keysafe and the numbers scrambled.
27. Cleaning equipment and materials are located in the kitchen and in the rear left hand room behind the stage.

If you have any questions please contact barrowgurney123@gmail.com