

BROWN EDGE VILLAGE HALL

STANDARD CONDITIONS OF HIRE for events

(If the hirer is in any doubts as to the meaning of the following, the booking secretary should immediately be consulted).

For the purposes of these conditions, the term **HIRER** shall mean an individual hirer named on the hiring agreement who is responsible for the security and who must be in attendance at the time of the event or, where the hirer is an organisation, the authorised representative.

- **THE HIRER** will, be responsible for
 - the health and safety of the attendees during the period of the hiring,
 - for supervision of the premises, the fabric and the contents, their care, safety from damage however slight of change of any sort
 - the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway, in particular, parking obstructing neighbours driveways.
 - If the hall is to be used by more than 90 people, the school playground must be hired for car parking. This can be done via the booking system.
- **THE HIRER** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow alcohol to be brought onto the premises
- **THE HIRER** shall ensure that any electrical appliances brought him to the premises and used shall be safe and in good working order, PAT tested and used in a safe manner.
- **THE HIRER** shall indemnify the charity for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
- **At the start of the booking the hirer will be presented a key, handed a briefing document that shows where key items are located, taxi telephone numbers and other information.**
- **AT THE END** of the hiring, the **HIRER** shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the charity shall be at liberty to make an additional charge.
All rubbish to be removed from within the hall (Bins provided at rear) and any equipment bought in must be removed before the end of the hiring period.

- **THE COMMITTEE** reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
- **CLEANING.** The Hirer is responsible for clearing away. Village Hall tables are to be left out and chairs stacked in 10's and left where they are. The caretaker will wipe down tables and put away tables and chairs safely in the correct place.
- **IN THE EVENT** of the hall or any part thereof being rendered unfit for the use for which it has been hired, the charity shall not be liable to the hirer for any resulting loss or damage whatsoever.
- **THE COMMITTEE** reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 5 days notice in writing to the hirer.

The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same have been paid by the hirer to the charity but the charity shall not be liable to make any further payment to the hirer.

- **CLOSING TIMES.** The bar closes at 11pm. All music must be off by 11.30pm and premises vacated by 12am

To be clear

- The Halls are air conditioned and controlled by the bar staff
- Candle lights are allowed
- Smoke machines are allowed
- No LPG Gas bottles are allowed on the premises.
- Alcohol is not to be bought onto the premises
- We do have a noise limiter but approved discos will be aware of this and understand how to prevent it tripping and will be familiar with other noise related matters that we have to comply with.
- No food is to be bought onto the premises unless through the approved suppliers or by prior arrangement. This is to ensure the latest food safety requirements for vulnerable people are complied with.
- For safety reasons drinks glasses cannot be taken outside after 7pm