

Hire Conditions

30 January 2024

1 The Hirer shall only use the premises at the times and for the purpose stated on the Booking Form and shall not use the premises for any unlawful purpose.

2 The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric of the building and its contents, and the behaviour of all persons using the premises whatever their age or capacity. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3 The Reading Room no longer needs a Premises Licence for entertainment purposes due to deregulatory changes to the 2005 Act. However, a Premises Licence will still be required for:

any entertainment between 11pm and 8am

any exhibition of a film, where the intention is to make a profit, including

raising money for charity (i.e. it is not a film club, film society, or local social group screening – see cinema section below).

any boxing or wrestling entertainment.

For a performance of live music, the playing of recorded music, or an exhibition of a film, the Reading Room Trustees must give prior written permission to the organiser for the entertainment activity to take place in the hall.

4 The Hirer shall be responsible for obtaining any licences that may be required for playing recorded music in public (PPL and PRS for Music licences) or for the sale or supply of intoxicating liquor. Prior to applying for any licence to sell alcohol the Hirer must obtain written permission from the Village Hall.

5 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.

6 No smoking is permitted in the Hall. It is only permitted in its grounds in the area indicated as the Smoking Station. The Hirer agrees to remove any cigarette ends that are deposited on the pavement outside the Hall or outside the designated area.

7 The number of The Key Lock must not be supplied to anyone other than the hirer. Please note, the code is changed on a regular basis.

8 The Hirer shall, if preparing, serving or selling food, observe all relevant food hygiene legislation and regulations.

9 The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner.

10 If a hire involves the use of Reading Room's cooker, or other electrical equipment, the hirer is responsible for its safe use and should take time to familiarise him/herself with instructions provided either verbally or in user manuals provided.

11 The Hirer shall indemnify and keep indemnified The Reading Room, the members of its management committee, its Directors, employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the premises including the grounds thereof or the contents of the premises and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.

12 The Hirer is strongly advised to take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire. The Reading Room is insured against any claims arising out of its own negligence.

13 The Hirer must report all accidents involving injury to the public to the Hall Secretary as soon as possible and complete the relevant section in the Reading Room's accident book which is kept in the kitchen. Any failure of equipment belonging to the Village Hall must be reported to the Hall Secretary as soon as possible.

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

15 If the Hirer wishes to cancel the booking before the date of the event and the Reading Room is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall.

16 The Reading Room reserves the right to cancel this hiring by written notice to the Hirer in the event of:-

- the premises being required for use as a Polling Station for a parliamentary or Local Government election or bye-election
- the Reading Room reasonably considering that (i) such hiring may lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- the premises becoming unfit for the use intended by the Hirer
- In such a case the Hirer shall be entitled to a refund of any deposit or the total hiring fee already paid, but the Reading Room shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

17 The Hirer shall be responsible for leaving the premises and surrounding area 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 Reading Room shall be at liberty to make an additional charge.

18 The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

19 No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Reading Room Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Reading Room remain in the premises at the end of the hiring and become the property of the Reading Room or be removed by the Hirer who must make good to the satisfaction of the Reading Room Trustees any damage caused to the premises by such removal.

20 The Hiring Agreement constitutes permission only to use the premises for the booking and confers no tenancy or other right of occupation on the Hirer.

21 The Hirer is responsible for the safety of those using the hall during the period of hire. Hirers should also note the position of fire exits and fire extinguishers.

22 When a hire involves children and vulnerable adults, the hirer is responsible for their safety and well-being and should ensure appropriate levels of adult supervision. Any adult with unsupervised access to children should have the appropriate approvals to do so.

23 No vehicles shall be parked on the Reading Room's grass frontage.

24 No fireworks, fountains or sparklers shall be brought into the Village Hall or onto its premises.

25 Please ensure all heating, water heaters & taps are turned off when you leave the Reading Room. Please ensure the doors are locked.

26 The hirer agrees that we only permit the playing of royalty free music and prohibit the playing of copyright controlled music except in the following circumstances: 1) For sacred worship 2) For wedding ceremonies, civil partnership ceremonies, civil ceremonies, religious ceremonies 3) For medical music therapy 4) At private functions and parties (attendance of guests is by personal invitation only, the function is held in a privately-booked room not at that time open to the general public, there is no form of charge made for admission, there is no financial gain to the function's organiser or host).