Hughenden Valley Village Hall Hire Agreement

This Hire Agreement is between Hughenden Valley Village Hall Management Committee, referred to as HVVHMC, and the Hirer. The Hirer **must be over 21 years old** and agrees to comply with these terms and conditions as part of the booking agreement.

Village Hall Management Committee Details

Name	Hughenden Valley Village Hall Management Committee (HVVHMC)
Address	Hughenden Valley Village Hall, Coombe Lane, Hughenden Valley, High Wycombe, HP14 4NX
Contact telephone number	07815 163269
Email address	bookings@hughendenvillagehall.co.uk
Registered Charity number	300282

Standard and Other Conditions

The HVVHMC agrees to permit the Hirer, for the Hire Fee, to use the Identified Premises for the Hire Period and on the terms and conditions set out in this Agreement. The premises must not be used for licensable activities except during the hours set out in the Hire Agreement unless special permission has been issued by Buckinghamshire Council and by HVVHMC.

Only HVVHMC has authority to vary, waive, override or agree any exception to these terms and conditions. Any variation, waiver, override or exception must be confirmed by HVVHMC in writing. If the Hirer or any other party is told anything different by a representative, volunteer, contractor or other person connected with the Hall, these written terms and conditions shall take precedence unless HVVHMC has expressly confirmed the change in writing.

The Hirer agrees to be present during the Hire Period. If the Hirer cannot be present, they must nominate a named responsible person to be present throughout the Hire Period and provide that person's contact details to the Bookings Secretary before the event. If the Hall is left unoccupied at any time, the Hirer must advise the Bookings Secretary. The Hirer remains responsible for the condition, use and security of the Hall throughout the Hire Period, whether or not they are personally on the premises.

A minimum hire period of 2 hours applies to all hires. Times include preparation and clearing up, as the identified premises are only available for the times stated. If alcohol is for resale, the Hirer is required to obtain a Temporary Event Notice from Buckinghamshire Council at least ten days in advance and provide a copy to the Bookings Secretary no less than one week before the event.

Subject to availability and prior approval by HVVHMC, the Hirer may use the Village Hall's tables, chairs, glasses, crockery, cooking utensils, cleaning materials and equipment. These items must be returned to their designated storage location in a clean condition. The Hirer agrees to cease all music and to vacate the Identified Premises and car park by **12 midnight** unless otherwise agreed with the Bookings Secretary.

At the start of the Hire Period, the Hirer must check the Identified Premises, including the Hall, kitchen, toilets, equipment, furniture and any areas being used. If anything is not in order, damaged, missing, unclean, unsafe or otherwise unsatisfactory, this must be reported immediately to the Bookings Secretary. Failure to report any issue at the start of the hire may result in the Hirer being held responsible for it.

1. Supervision

The Hirer will, during the Hire Period, be responsible for supervision of the Identified Premises, the fabric and the contents, their care and protection from damage however slight, and the behaviour of all persons using the Identified Premises. If emergency services are required, the Hirer is responsible for calling them using a mobile phone.

Where the Hirer nominates another responsible person to be present, this does not affect the Hirer's responsibility under this Agreement.

The Hirer must ensure they are aware of fire exits and the fire assembly point and must take responsibility for managing evacuation of all attendees if necessary. Fire exits and fire-fighting equipment must be kept accessible. Regular hirers are expected to familiarise themselves with evacuation procedures and participate in any fire safety arrangements required by HVVHMC.

2. Parking

The car park is not for the sole use of the Hirer. The Village Hall has two halls available for hire and the car park is also used by visitors to the village shop, playing fields and other local facilities. The Hirer must ensure that attendees, suppliers and anyone connected with the hire park considerately and only in marked parking bays.

If additional parking is required, the Hirer must ensure that vehicles are parked safely and lawfully and do not obstruct Valley Road, Coombe Lane, entrances, exits, emergency access, neighbouring properties, the village shop or playing fields. Vehicles must not be parked outside marked bays, on grass verges, or in any place that causes obstruction, damage or inconvenience. Any parking complaints, damage, callouts, management time

or related costs arising from the hire may be deducted from the refundable damage deposit.

3. Use of Identified Premises

The Hirer shall not use the Identified Premises for any purpose other than that described in the Hire Agreement and shall not sub-hire or use them, or allow them to be used, for any unlawful purpose or in any unlawful way. The Hirer must not bring anything onto the premises that may endanger them or invalidate any insurance policies.

HVVHMC reserves the right not to accept bookings primarily intended for political campaigning or party-political events. This restriction does not apply where the premises are required for use as a polling station for a Parliamentary, Local Government or other lawful election, referendum or by-election.

No smoking, e-cigarettes, vaping, naked flames or candles are permitted inside the Identified Premises. No BBQs or hog-roasting equipment are allowed without specific prior agreement of HVVHMC and only within prescribed areas. Such equipment must be attended by a responsible adult at all times.

- No highly flammable substances may be brought into or used in any part of the premises.
- No supplementary heating devices may be brought into or used in any part of the premises.
- No halogen lights may be used within the premises; only LED and low heat output lighting systems are allowed.
- No flammable decorations may be erected without prior consent of HVVHMC, and no decorations may be placed near light fittings or heaters.
- No decorations, pictures, notices or similar items may be affixed to walls without prior approval, and nothing may be fixed, glued or taped to the acoustic wall panels.
- No damage may be caused to the wood flooring, including scratches or adhesive tape marks.
- No fireworks may be brought into or ignited within the Halls, car park or playing fields.
- All kitchen equipment must be used in accordance with the displayed operating instructions.

HVVHMC operates a zero-tolerance policy regarding the use, possession, supply or distribution of illegal drugs on the Identified Premises, car park or surrounding areas. Any breach of this condition may result in immediate termination of the hire without refund and may be reported to the Police.

4. Licences

The Hirer is responsible for obtaining any licences needed, whether for the sale or supply of alcohol or otherwise, and for complying with those licences. The Hirer indemnifies HVVHMC against any infringement of licences or breaches of copyright or intellectual property.

5. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the Identified Premises in contravention of the law relating to gaming, betting or lotteries.

6. Public Safety Compliance

HVVHMC shall comply with all conditions and regulations made in respect of the Identified Premises by the Fire Authority, Local Authority, local Magistrates' Court or otherwise, particularly in connection with any event involving public dancing, music, similar public entertainment or stage plays. The Hirer is required to make themselves aware of and comply with the Premises Licence.

7. Health, Safety and Hygiene

HVVHMC has prepared a Risk Assessment and Fire Risk Assessment for the Village Hall. The Hirer is required to make themselves aware of and comply with those assessments. The Hirer may need to supplement the Hall's risk assessments with their own depending on the activity being undertaken. It is the Hirer's responsibility to assess that need, and HVVHMC accepts no responsibility for any deficiency in this respect.

If preparing, serving or selling food, the Hirer must observe all relevant food health and hygiene legislation and regulations. No food may be left on the Identified Premises without prior permission.

8. Third-Party Contractors and Suppliers

The Hirer is responsible for ensuring that any third-party contractor, supplier, entertainer, caterer, marquee company, inflatable or bouncy castle provider, or other person engaged in connection with the hire is competent, suitably insured and complies with all relevant legal, health and safety and licensing requirements. HVVHMC may require copies of Public Liability Insurance certificates, risk assessments, method statements, PAT testing certificates or other relevant documentation before the event. HVVHMC may refuse access to any third-party supplier where satisfactory documentation has not been provided.

Where bouncy castles, inflatables or similar play equipment are used, the Hirer must obtain HVVHMC's prior written consent and provide evidence of the supplier's Public Liability Insurance before the event. The Hirer accepts full responsibility for supervising the equipment at all times and for ensuring that it is installed, operated and used strictly

in accordance with the supplier's and manufacturer's instructions. HVVHMC accepts no responsibility for accidents, injury, loss or damage arising from the use of such equipment except where caused by HVVHMC's negligence or breach of statutory duty.

9. Electrical Appliance Safety

The Hirer is responsible for the safe use of any electrical appliances and must ensure that PAT testing certificates and liability insurance certificates have been obtained from any suppliers used, including DJs and entertainers.

Any electrical appliances brought to the Identified Premises must be safe, in good working order and used safely. Where a residual circuit breaker is provided, the Hirer must use it in the interests of public safety. Work, modifications or changes to fixed electrical installations are not allowed.

10. Indemnity and Insurance

The Hirer shall fully indemnify HVVHMC for the cost of repair or replacement of any damage done to any part of the property, its contents, or facilities within the curtilage of the premises, which may occur during the Hire Period as a result of the hiring.

The Hirer shall indemnify HVVHMC against any third-party claims which may arise as a result of the hiring. The Hirer is responsible for, and indemnifies HVVHMC against, all liability for personal injury except where caused by the negligence or breach of strict statutory liability of HVVHMC.

If the Hirer is a commercial association or profit-making organisation, they must obtain third party public liability insurance for their event for a minimum amount of £5,000,000 for any one occurrence or series of occurrences arising out of one event. Evidence of insurance will be required.

11. Accidents and Dangerous Occurrences

The Hirer must record all accidents involving injury to the public in the accident book located in the kitchen and report them to the Bookings Secretary by the end of the event. Certain accidents or injuries may need to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Any failure of equipment belonging to either HVVHMC or the Hirer must also be reported as soon as possible.

12. Animals

The Hirer shall ensure that no animals, including birds, except assistance dogs are brought into the Identified Premises, other than for a special event agreed in writing by HVVHMC. No animals are allowed in the kitchen at any time.

13. Activities for Children

The Hirer shall ensure that any activities for children comply with appropriate legislation and regulations and that only fit and proper persons have access to children.

Where photography or filming takes place during an event, the Hirer is responsible for ensuring that appropriate consent has been obtained, particularly where children or vulnerable persons are involved or where images or recordings may be shared publicly or on social media.

14. Sale of Goods

If selling goods on the Identified Premises, the Hirer shall comply with appropriate legislation and regulations for the supply and sale of such goods.

15. Storage of Hirer's Property

HVVHMC accepts no responsibility for any personal property, equipment, stock, decorations or other items brought onto or left at the Identified Premises by the Hirer, guests, suppliers or any person connected with the hire, except where loss or damage is caused by HVVHMC's negligence or breach of statutory duty. No items may be stored before or after the Hire Period without prior written agreement from HVVHMC.

16. Fees, Deposits and Invoicing

16.1 Confirmation of Booking Costs

All booking costs, hire charges, holding fees, deposits and any other charges will be confirmed by the Bookings Secretary in writing. Any booking request, enquiry, quotation or submission made through Lemon Booking or any other online booking system is subject to review by HVVHMC and does not constitute final pricing or a confirmed booking unless and until confirmed in writing by the Bookings Secretary.

16.2 One-Off Hirers: Invoice, Holding Fee and Payment

For one-off hirers, HVVHMC will issue a single invoice at the time of booking for the full hire fee and the refundable damage deposit. The invoice includes an initial holding fee of 25% of the total hire fee, which must be paid within 48 hours of the invoice being issued to secure the booking. If the holding fee is not paid within 48 hours, the booking will be cancelled and the date will be released and made available to be rebooked. The balance of the invoice, including the refundable damage deposit, must be paid in full by the due date stated on the invoice, which will be two weeks before the event date. Payment of the holding fee, the damage deposit or any other part payment alone is not sufficient, and HVVHMC may cancel the booking and release the date if the invoice is not paid in full by the due date.

16.3 One-Off Hirers: Bookings Made Within 2 Weeks

Where a booking is made less than 2 weeks before the event date, no holding fee applies. HVVHMC will issue the invoice for the full hire fee and the refundable damage deposit at the time of booking, and it must be paid in full at that time. The booking will not be treated as confirmed until the full invoice has been paid.

16.4 Use of the Refundable Damage Deposit

The refundable damage deposit may be used to cover reasonable costs arising directly from the hire or from any breach of these terms and conditions. This may include, for example, damage, loss, additional cleaning, missing items, items not returned to their correct storage location, access code misuse, security or access issues, waste removal, unnecessary callouts, complaint handling, investigation, enforcement, and reasonable management or administration time.

16.5 Return of Damage Deposit

The refundable damage deposit will be returned after the event once HVVHMC is satisfied that the Hall, kitchen, equipment, furniture, access arrangements and surrounding areas have been left clean, tidy, undamaged and properly secured, and that all items have been returned and stored correctly.

16.6 Significant Breaches

Where there is a significant breach of these terms and conditions, HVVHMC may retain the whole refundable damage deposit. Significant breaches include, but are not limited to, the use or ignition of fireworks anywhere within the Halls, car park or playing fields, unauthorised use of naked flames, serious damage to the premises or equipment, failure to vacate by the agreed time, or any conduct that places people, property, licences or insurance at risk. HVVHMC may also deduct reasonable management or administration time and related costs incurred in dealing with any breach, complaint, investigation, correspondence, follow-up action or enforcement matter arising from the hire, including complaints relating to fireworks or other prohibited activities.

16.7 Regular Hirers: Status, Deposits and Invoicing

A Hirer will only be treated as a regular hirer where HVVHMC has agreed this in advance. Regular hirer status is granted at the discretion of HVVHMC and may be withdrawn by HVVHMC at any time if it considers this appropriate.

Before regular hirer status is granted, HVVHMC may require the Hirer to pay hire charges in advance and provide a refundable damage deposit. Once HVVHMC has granted regular hirer status, the Hirer will not normally be required to pay a holding fee or refundable damage deposit for each regular booking unless HVVHMC considers this necessary.

Unless otherwise agreed in writing, regular hirers will be invoiced monthly in arrears for hire charges incurred during the previous month. Payment must be made by the due date stated on the invoice.

If a regular hirer fails to pay an invoice by the due date, HVVHMC may treat the amount as overdue and may, at its discretion, suspend or refuse any future bookings by that hirer until all outstanding invoices and any related charges have been paid in full. This does not affect HVVHMC's right to recover any unpaid sums or to withdraw regular hirer status.

HVVHMC may review and amend hire charges from time to time. Regular hirers will be given reasonable written notice of any change to hire charges. Unless otherwise agreed in writing, revised charges will apply to bookings taking place after the date specified in the notice. Continued use of the Hall after that date will be treated as acceptance of the revised charges.

If a regular hirer intends to stop their regular bookings, they must notify the Bookings Secretary and ensure that their account is fully paid up to date.

Regular hirers must give the Bookings Secretary at least 7 days' notice if they wish to cancel an individual booking. HVVHMC may apply discretion where appropriate. However, if a regular hirer is invoiced for a booking that they did not attend or wished to cancel but did not notify the Bookings Secretary about in advance, the hire charge will remain payable.

16.8 Callouts, Complaints and Management Time

The Hirer will be responsible for any unnecessary callouts, attendance, reasonable management or administration time or related costs arising from the hire, including but not limited to alarms being triggered by the Hirer or their attendees, noise or music complaints, parking issues, misuse of the premises or equipment, failure to secure the building properly, or any other matter requiring HVVHMC or a third party to attend, investigate, respond or take follow-up action. Such costs may be deducted from the refundable damage deposit.

17. Cancellation

Cancellation of a booking by the Hirer must be made to the Committee's Bookings Secretary and will only be effective once confirmed by them in writing. The cancellation will be effective from the day of receipt of such notice. Refunds will be made as follows, and the date will be released and made available to be rebooked once the cancellation is effective.

- 8 weeks or more before the event: full refund of all amounts paid, including the holding fee and the refundable damage deposit.
- Less than 8 weeks but 2 weeks or more before the event: refund of all amounts paid except an amount equal to the 25% holding fee (25% of the total hire fee),

which is retained by HVVHMC as a cancellation fee. The refundable damage deposit will be returned in full.

- Less than 2 weeks before the event: no refund of the hire fee or holding fee. The refundable damage deposit will be returned in full.

Where the Hirer has paid less than the amount to be retained under this clause, the shortfall remains payable by the Hirer.

HVVHMC reserves the right to cancel the hiring by written notice to the Hirer if the premises are required for use as a polling station, if HVVHMC reasonably considers that a breach of licensing conditions, legal or statutory requirements or unlawful or unsuitable activities will take place, if the premises become unfit for the intended use, or if an emergency requires use of the premises as a shelter.

In any such case, the Hirer shall be entitled to a refund of any refundable deposit or hire fee already paid, but HVVHMC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Neither HVVHMC nor the Hirer shall be liable for any failure or delay in performing their obligations under this Agreement where such failure or delay is caused by circumstances beyond their reasonable control, including but not limited to severe weather, flood, fire, pandemic, epidemic, public health restrictions, national strikes, civil emergency, loss of utilities or other events that make the hire impossible or unsafe. In such circumstances, HVVHMC and the Hirer shall discuss whether the booking can be rearranged. HVVHMC will act reasonably in deciding whether fees are refunded or transferred to an alternative booking, taking account of costs already incurred and any legal or safety restrictions in force.

18. Noise

The Hirer shall, in consideration of neighbours and local residents and as required by granted licences, keep the volume of noise and music to a reasonable level and ensure that noise is kept to a minimum on arrival, during the event and on departure from the Identified Premises and car park.

The Hirer must ensure that all windows and doors are closed properly and, in hours of darkness, curtains are drawn closed while music is playing. If a noise plan has been prepared, the Hirer must comply with it.

19. End of Hire

19.1 Vacating the Premises

For an evening booking, the Hirer shall ensure that all music ceases and the Identified Premises, including the car park and playing fields, are vacated by no later than midnight unless an extension has been agreed or other times apply under a licence extension. The

Hirer, their attendees, suppliers and any other persons connected with the hire must vacate the premises promptly at the agreed hire end time. If the premises are not vacated by the agreed end time, HVVHMC may charge for additional hire time or related costs, including any additional hours incurred.

19.2 Returning the Hall to Original Condition

The Hirer is responsible for leaving the Identified Premises and surrounding area, including the car park, kitchen and any facilities used, in its original condition, clean and tidy, properly locked and secured unless directed otherwise. All contents temporarily removed from their usual positions must be properly replaced and stored exactly as found. Chairs must be stacked correctly in piles of 8 and tables must be returned to their correct storage place. The kitchen must be left clean and any items used must be properly stored. HVVHMC may make an additional charge or deduct costs from the damage deposit if this condition is not met.

19.3 Post-Hire Inspection and Additional Time

The post-hire inspection is expected to take only a few minutes. If further time is required by HVVHMC to correct issues, return furniture or equipment to the correct place, restack chairs, move tables, clean, tidy or otherwise put the Hall back into its proper condition, the cost of that time and any related costs may be deducted from the refundable damage deposit.

19.4 Waste and Bins

If waste from the event does not fit into the outside refuse bins provided, the Hirer must remove the excess waste from the site at the end of the hire. Waste must not be left beside, around or outside the bins. If excess waste is left on site, HVVHMC may deduct the cost of removal and disposal from the refundable damage deposit.

19.5 Damage, Losses and Access Codes

All damage, breakages, losses or missing items must be reported to the Bookings Secretary and may be charged for or deducted from the damage deposit. Access codes must only be used for the agreed Hire Period and must not be shared with anyone other than the Hirer or named responsible person unless agreed in advance by the Bookings Secretary. Any misuse of access codes, failure to follow access instructions, unauthorised sharing, security issue, or related callout or administration cost may be charged for or deducted from the refundable damage deposit.

20. Data Protection

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, Hughenden Valley Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall,

staff employment and fundraising activities. Personal data will only consist of name, address, telephone number and email address.

Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. Your data will not be shared with other businesses or sponsors. If you would like to find out more about how your personal data is used, or to see a copy of information held about you, please contact the Hall Secretary.

21. Capacity and Supervision

The number of people on the premises shall not exceed 200 standing or 110 seated for the Large Hall, and 60 standing or 40 seated for the Small Hall. For alternative hall layouts, please consult the Bookings Secretary.

There shall be, in addition to the Hirer, a minimum of 2 competent attendants for up to 100 persons and an additional competent attendant for each additional 50 persons or part thereof. If the majority of the audience is under 15 years of age and/or there are many disabled people, there shall be no fewer than 3 competent attendants for up to 100 persons and 3 additional competent attendants for each additional 50 persons.

All persons on duty must have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of fire-fighting equipment, how to call the fire brigade and evacuation procedures.

22. Age

The Hirer, or a named responsible person nominated by the Hirer, must be aged 21 or over and accepts responsibility for being in charge of and on the premises at all times when the public is present. The Hirer or named responsible person must ensure that all conditions of the Premises Licence and/or Operating Schedule relating to management and supervision of the premises are met.

23. Dangerous and Unsuitable Performances

Performances involving danger to the public, or of a sexually explicit nature, shall not be given.

24. Film Shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

25. Entire Agreement

This Hire Agreement constitutes the entire agreement between the parties in relation to the hire of the premises and supersedes any previous discussions or correspondence relating to the booking.

Hirer Acceptance

I/we, the Hirer, agree to comply with the above Schedule of Standard Conditions and accept them as part of the Hire Agreement by completing the online booking application.

Hall Close Down Instructions

If arrangements have been made for the Hirer to close down the Hall at the end of their event, the following tasks should be completed as relevant.

- Leave the Hall as found, in a clean and tidy state. Sweep or dry mop floors and wet mop any spillages.
- Return all equipment, tables, chairs, utensils, glasses and crockery to their correct storage places in a clean condition. Chairs must be stacked correctly in piles of 8 and tables must be returned to their correct place.
- Turn off all lights.
- Check that all external doors and windows are securely locked.
- Draw curtains open.
- Ensure all internal doors are closed and not wedged open.
- Empty all bins into the outside refuse bins.
- If waste does not fit into the outside refuse bins, it must be taken away from the site. Waste must not be left beside, around or outside the bins, and any removal or disposal costs may be deducted from the refundable damage deposit.
- Ensure the car park is left in an orderly state.
- Remove contents from fridges and freezers.
- Check that the dishwasher is off, drained and clean in accordance with the instructions on the door. Do not turn it off at the mains switch.
- Empty the kitchen bin into the outside refuse bin.
- Ensure all exit doors are secure on leaving the premises.

Hughenden Valley Village Hall: Hirer's Checklist

Please use this checklist to help ensure you meet the requirements of the Hire Agreement. Being prepared helps the event run smoothly and supports the return of your refundable damage deposit in full.

Before the Event

- **Review the Hire Agreement:** Read the agreement and make sure your event complies with the permitted use, timings and conditions.
- **Confirm supervision:** Ensure the Hirer, or a named responsible person aged 21 or over, will be on site throughout the hire. Provide their details to the Bookings Secretary if needed.
- **Check booking times:** Include time for set-up, clearing away and close-down. The Hall, car park and any areas used must be vacated on time.
- **Contractors and suppliers:** Make sure entertainers, caterers, DJs, inflatables or other suppliers are insured and can provide required documents before the event.
- **Inflatables:** Get prior written consent from HVVHMC and provide evidence of the supplier's insurance.
- **Licensing:** If selling alcohol, obtain a Temporary Event Notice and send a copy to the Bookings Secretary at least one week before the event.
- **Food and hygiene:** Put suitable food hygiene arrangements in place and do not leave food on site without permission.
- **Risk assessment:** Consider whether your activity needs its own risk assessment, especially for children's activities, entertainment, catering or specialist equipment.
- **Children and safeguarding:** Arrange suitable supervision and consider photography or filming consent where needed.
- **Capacity and attendants:** Check expected numbers are within the Hall capacity and that enough competent attendants will be present.
- **Parking:** Ask guests and suppliers to park considerately and avoid blocking roads, entrances, emergency access, the shop, playing fields or neighbours.
- **Decorations and equipment:** Do not use prohibited items such as candles, naked flames, halogen lights, heaters, fireworks or anything likely to cause damage.

During the Event

- **Initial inspection:** Check the Hall, kitchen, toilets, furniture and equipment on arrival. Report any issues immediately.
- **Supervision:** Keep the Hirer or nominated responsible person on site and in charge at all times.
- **Fire safety:** Keep fire exits, routes and equipment clear. Make sure supervisors know the evacuation arrangements.

- **Safety and conduct:** Do not allow smoking, vaping or illegal drugs inside the premises or surrounding areas.
- **Noise:** Keep noise reasonable, close doors and windows while music is playing, and ask guests to leave quietly.
- **Parking and access:** Keep roads, entrances, exits and emergency access clear throughout the hire.
- **Kitchen and electrics:** Use kitchen equipment as instructed and make sure any electrical equipment is safe and supervised.
- **Accidents and incidents:** Record public injuries in the accident book and report accidents, damage, breakages or equipment failures promptly.
- **No unauthorised changes:** Do not alter installations, move items into unauthorised areas, sub-hire the Hall or change the agreed use.
- **Access codes:** Do not share codes unless agreed, and only use them during the agreed Hire Period.

End of Hire

- **Vacate on time:** Stop music, clear guests and leave the Hall, car park and any areas used by the agreed end time.
- **Cleaning:** Leave all areas used clean and tidy. Sweep or dry mop floors, mop spillages, wipe surfaces and clean kitchen equipment.
- **Furniture and equipment:** Return everything to the correct place and stack chairs correctly in piles of 8.
- **Kitchen close-down:** Empty fridges, freezers and the kitchen bin. Check the dishwasher is off, drained and clean as instructed.
- **Waste:** Empty bins into the outside refuse bins. Take away any excess waste and do not leave it beside the bins.
- **Personal property:** Remove belongings, stock, decorations, food, equipment and supplier items unless agreed in writing.
- **Security:** Turn off lights, close internal doors, open curtains where required, and lock all external doors and windows.
- **Outside areas:** Leave the car park and outside areas clean, tidy and unobstructed.
- **Report issues:** Tell the Bookings Secretary about any damage, breakages, missing items, accidents, complaints or other issues.

After the Event

- **Respond promptly:** Reply quickly if HVVHMC contacts you about the inspection, cleaning, damage, waste, parking, noise or any other matter.
- **Deposit return:** Your deposit will be returned once the premises and surrounding areas have been left clean, tidy, undamaged and secure.

- **Deductions:** Costs may be deducted for damage, loss, extra cleaning, waste removal, callouts, access code misuse, security issues, complaints or management time.