



LANGLEY BURRELL VILLAGE HALL HIRE AGREEMENT

Register charity number: 305536

Email: langleyburrell.vh@gmail.com

Website www.langleyburrellvillage-hall.co.uk

If the hirer is in any doubt of the meaning of the following please contact the village hall

Date: The date of the booking as per the booking form submitted by the Hirer

Booking Duration

The hirer agrees that the hall will be left clean and tidy following their booking and the set up and clearing up time must be included in the booking duration.

Licence

Please inform the booking clerk if your event has EITHER live or recorded music OR if you intend to serve alcohol at the event by emailing langleyburrell.vh@gmail.com. Once agreed it is your responsibility to serve a Temporary Event Notice on Wiltshire Council and comply with the terms of such notice. Please contact the Licencing Team on 0300 456100 or go to

<https://www.gov.uk/find-licences/temporary-events-notice/wiltshire>

Car Parking

- Hire of the Hall includes use of the adjoining car park
- If you are hiring BOTH the hall AND the field, you may also use the additional parking behind the hall
- The Lane Beyond the Village Hall must be kept clear at all times

Smoking and Vaping

Is STRICTLY PROHIBITED in the Hall and anywhere in the building.

Failure to comply to this rule will lead to immediate cancellation of your booking and non return of the deposit

It is hereby agreed as follows:

- The hirer will, during the period of hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of adjacent lane.
- Under the terms of hire of the Premises, events are not permitted to continue after Midnight. All music should cease by 11pm and the hall should be vacated by 11:30pm latest, The Hirer undertakes to ensure that no event continues after this time, and that appropriate consideration is given to neighbours when using and vacating the Hall late at night.
- The Hirer undertakes to limit the number of persons using the Premises during the period of hire to those set out in the Hall's capacity as detailed on the website
- The Hirer must be a minimum of 18 years of age and must remain present (by its authorised representative, if appropriate) during the entire period of the hiring.
- 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 any insurance policies in respect thereof
- The Hirer shall not permit to take place on the premises during the hire period any activity involving naked flame or other source of ignition without the express written consent of the Hall Management Committee, and subject to any conditions that may be thereby imposed. The use of fireworks or similar devices is expressly forbidden at any point on the site (including car park and playing field). The hirer must comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays
- Responsible adults must be present at all children and teenage parties with a ratio of one adult to 10 children/teenagers minimum. The Hirer shall ensure that any activities for children under eight years of age comply with all current legislative provisions and that only suitably qualified persons have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide to the Booking Clerk or any Regulatory/Enforcing Body a copy of all CRB checks and their Child Protection Policy on request. Failure to comply with any such request will result in the immediate cancellation of all bookings made by the Hirer.
- The Hirer is responsible for ensuring that, where necessary, appropriate insurance cover is obtained. This should include indemnifying the Committee for the cost of repair of any damage done to the property including the contents of the building during the period of hire. The Village Hall holds Public

Liability Insurance covering risks associated with the premises themselves and also the services provided by the Village Hall. That cover also extends to risks associated with events or functions organised by individuals or ad-hoc group hirers. The insurers expect established groups to have their own insurance. Business users and political groups are specifically excluded from this Hirers Liability Cover. For this purpose organisers which just receive out of pocket expenses do not count as business users. Full details of the Village Hall insurance cover can be obtained on application from the Treasure

- All Hirers should be aware that separate areas of the hall can and may be hired/used by different groups/individuals at the same time. It is the direct responsibility of the Hirer to ensure the safety and security of any children or vulnerable persons entering into shared areas or facilities of the hall.

Deposit

We may ask for a refundable deposit. This will be held until we know that the hall has been left clean and tidy following your booking, but if all OK, will be returned within 7 working days.

Cancellation

If the hirer wishes to cancel a booking before the date of the event the following conditions apply:

Cancellation one calendar month or more before the event	Full refund
Cancellation less than one calendar month before the event	50% of the total hire charge to be retained
Cancellation within 48 hours of the event	Total hire charge retained – refundable damage deposit returned

For regular users the following conditions apply:

Cancellation one calendar month or more before the event	Full refund
Cancellation less than one calendar month before the event	20% of the total hire charge to be retained
Cancellation within 48 hours of the event	75% retained and refundable damage deposit returned

In the event of exceptional circumstances, the above cancellation conditions may be subject to review by the Booking Clerk in consultation with another officer of the Village Hall Committee.

The committee reserve the right to cancel the hiring, in the event of exceptional circumstance and in unavoidable circumstances. In which case a full refund will be deposited back to the Hirer.

At the end of the Hire the Hirer shall be responsible for:

1. Leaving the premises and all surrounds in a clean and tidy condition
2. Removing any banners, signs, balloons etc which have been erected

3. Removing all waste/rubbish generated. The wheelie bin is solely for rubbish which needs to be disposed of by hall staff and not for use by hirers.
4. Checking all rooms, including toilets, to ensure all lights, power switches and taps are correctly turned off
5. Ensuring any contents temporarily removed or used are returned to their usual positions
6. Checking that the premises are securely and properly locked and the any keys returned to the key box

When you click out of this page you will be asked to tick that you have read the Hall Hire Agreement & to confirm that you understand and abide by the rules set out in this document