



Registered Charity Number 301570

MAISEMORE VILLAGE HALL
CHURCH ROAD, MAISEMORE, GLOUCESTER, GL2 8JE

STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term Hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. (If the Hirer is in any doubt as to the meaning of the following, the Executive Custodians should immediately be consulted.)

1. The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the 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 the highway.
2. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement. The hirer 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.
3. The Hirer shall not allow the sale of alcoholic liquor on the premises without appropriate notification and permission as outlined on the booking form.
4. The Hirer shall be responsible for obtaining such licences as may be needed from the Performing Right Society, from Phonographic Performance Limited or otherwise and for the observance of the same.
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. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority and the Local Authority, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
7. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
8. The Hirer shall ensure that any electrical appliances brought by them to the premises and used, shall be safe and in good working order, and used in a safe manner.
9. The Hirer shall indemnify the Management Committee for the cost of repair of any damage done to any part of the premises, 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.
10. A 50% deposit is required to secure the booking. If the Hirer wishes to cancel or postpone the booking before the date of the event and the committee is unable to secure a replacement repayment of the fee shall be at the discretion of the Committee. As a guide the bigger the booking the more notice that is required as we are less likely to be able to obtain a replacement booking:
 - 10.1. Bookings over 2 days or more.
 - 10.1.1. 1 month before – 50% refund of deposit.
 - 10.1.2. 1 fortnight before – 20% refund of deposit.
 - 10.1.3. 1 week before – no refund of deposit.

10.2. Bookings of 4 hours or more.

10.2.1. 1 month before – 75% refund of deposit.

10.2.2. 1 fortnight before – 50% refund of deposit.

10.2.3. 1 week before – no refund of deposit.

10.3. Bookings of 1-4 hours.

10.3.1. 1 month before – 100% refund of deposit.

10.3.2. 1 fortnight before – 75% refund of deposit.

10.3.3. 1 week before – 50% refund of deposit.

11. The Hirer shall ensure that the minimum of noise is made on arrival and departure as complaints may result in future hire requests being denied.
12. The Hirer shall ensure that no dogs, except guide dogs or those being trained as part of an official let, are brought into the hall.
13. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition with doors properly locked and secured, unless directed otherwise. Any contents temporarily removed from their usual positions should be properly replaced; in the event of these conditions not being complied with, the Management Committee shall be at liberty to make an additional charge.
14. The Management Committee reserves the right to refuse bookings and in the event of disorder to close down the proceedings and have the Hall cleared.
15. The Management Committee reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, the hall being required for a village meeting or function or if the hall is undergoing major repairs. In these circumstances reasonable notice will be given.
16. In the event of the hall or any part thereof being rendered unfit for use for which it has been hired, the committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
17. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and any subsequent legislation and that only fit and proper persons have access to the children. Additionally, it is a condition of booking that any event attended by children or juveniles will be under strict supervision by responsible adults.
18. The Hirer shall comply with the Premises Licence issued by Tewkesbury Borough Council, a copy of which is displayed on the notice board in the foyer.
19. Further information for use of the facilities is displayed on the notice board in the kitchen.
20. The Hirer will ensure that any fluids that are spilt on the floor is cleaned up quickly to prevent damage to the floor surface or staining. Cleaning equipment for Hirer use is stored in the cupboard to the left of the main entrance door as you enter. Please return the equipment in the condition it was found in.
21. Floors are best brushed with the Y shaped floor brushes (which can then be shaken outside), this is the most efficient method and takes only a few minutes to remove the majority of the floor debris. Vacuuming of the entrance should be completed at the end of the hire session. A damp mop can be used to lift any tea/coffee/wine/fluids before they stain but the mop should be rinsed after use to prevent smells. All rubbish is the responsibility of the Hirer to take with them and we recommend that bin bags are brought for this purpose.