

ANGMERING VILLAGE HALL

(Reg. Charity No 271149)

STANDARD CONDITIONS OF HIRE

For the purpose of these Conditions, the term “Hirer” shall mean an individual or the authorized representative of an organisation on behalf of an organisation and the term “Committee” shall mean the Management Committee of Angmering Village Hall. If the Hirer is in any doubt as to the meaning of the following, please contact the person at No 2 on the Hiring Agreement.

1. **Age:** The Hirer must be over 18 years old and shall accept responsibility for being in charge of and on the premises at all times during the period of hire and for ensuring that all conditions relating to the management and supervision of the premises are met.
2. **Supervision:** The Hirer shall, during the period of hiring, be responsible for:
 - a) the supervision of the premises, the fabric and contents, their care, safety from damage, however slight, or change of any sort. Nothing shall be affixed to any wall, only on the black beams in the Main Hall;
 - b) the behaviour of all persons on the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the public highway - all cars are parked at owners' own risk;
 - c) implementing the provisions of the Health Act 2006, by ensuring all those on the premises comply with the prohibition of smoking in public places. This means the building, car park and all surrounding grounds. The Hirer shall ask any person breaching this to leave the premises;
 - d) entering all accidents involving injury into the Accident Book (situated in the First Aid box) and reporting it to a member of the Committee as soon as possible;
 - e) ensuring that the minimum of noise is made on arrival and departure, particularly late at night.
3. **Use of premises:**
 - a) The Hirer shall not use the premises for any purpose other than described in the Hiring Agreement and shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger or render invalid any insurance policies in respect thereof;
 - b) Services provided include lighting, heating, chairs, tables and use of the kitchen. All rooms must be left clean and tidy **and furniture left as found**.
 - c) The Hirer must comply with and sign the form entitled 'Conditions for Use of Bouncy Castles and Trampolines' if either of these items are to be used.
4. **Licensable Activities:** 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. The Hirer shall be responsible for obtaining such licences as may be needed for the consumption and sale of alcohol and shall ensure that alcohol is not served to any person suspected of being drunk or under the age of 18. No illegal drugs may be brought onto the premises.
5. **Public Safety:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority and the Hall's Health and Safety and Fire Regulations:
 - a) All means of exit from the premises **must be kept free from obstruction** and immediately available for instant free public exit;
 - b) In the event of any outbreak of fire, however slight, the **Fire Service must be called and the building evacuated**. The exact address of the premises including postcode is displayed in both entrance lobbies. A member of the Committee must be informed immediately - the telephone contacts are displayed in the entrance lobbies and on the notice board outside the Hall.
6. **Electrical Appliance Safety:** The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be in safe working order and used in a safe manner. Where a residual circuit breaker is provided (e.g. disco equipment) this **must** be used in the interest of public safety.
7. **Explosives and heating:** The Hirer shall not bring **fireworks, other explosive substances or smoke machines** onto any part of the premises, **nor any alternative forms of heating**.
8. **Animals:** The Hirer shall ensure that no dogs, other animals or birds, **except Assistance Dogs**, are brought onto the premises without the permission of the Booking Secretary.

9. **Compliance with the Children Act 1989 and vulnerable children and adults:** The Hirer shall ensure that all activities for children up to the age of 18 comply with the provisions of the Act and that only fit and proper persons have access to the children. The Hirer has a duty to safeguard vulnerable users of the premises (both adults and children) and is solely responsible for this safeguarding.

10. **Maximum Capacity:**

The Hirer shall ensure that the numbers attending any function **do not exceed:**

	Main Hall	King Suite
a) closed seated audience	100	50
b) seated at tables	80	36
c) dancing	100	36

11. **Deposits and Cancellations:**

A refundable Security Deposit is required - £50 for children's parties up to and including 12 years old and approved organisations; £150 for all other bookings. If the Security Deposit is not paid then the Committee will cancel the booking and will retain the Hire Fee unless the Hirer cancels the booking more than 21 days prior to the Hire Date. If any damage is caused or extra cleaning is required or if the Hirer breaches the terms of the Hiring Agreement and/or the Standard Conditions of Hire part of or the full Security Deposit may be retained. The Hirer shall indemnify the Committee for the cost of repair or damage or breach which exceeds the refundable Security Deposit. In the event of **cancellation** of the booking by the Hirer:

More than 21 days prior to the Hire Date **50% of the Hire Fee will be retained;**

Less than 21 days prior to the Hire Date **100% of the Hire Fee will be retained. Any monies paid by the Hirer over and above these monies will be refunded by the Committee (without interest)**

- a) The Committee reserves the right to cancel any hire in the event of the premises being required for use as a Polling Station for any Parliamentary or Local Government Election or By-Election, or the premises being required for emergency use.
- b) In the event of the Hall being unavailable or rendered unfit for use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss whatsoever.
- c) The Committee reserves the right to refuse a booking without reason or to cancel a Hiring Agreement upon giving 7 days notice in writing to the Hirer. The Hirer shall then be entitled to reimbursement of any deposit and Hiring Fee paid. The Committee shall not be liable to make any further payments to the Hirer.

12. The Hirer shall indemnify and keep indemnified each member of the Committee and its volunteers agents and invitees against

- (a) the cost of repair of any damage done to any part of the premises or any part of the Village Hall including the curtilage 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 and contents (including the storage of equipment) by the Hirer

13. Insurance: The Hirer is 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 Committee is insured against any claims arising out of its own negligence)

14. **End of Hire:** The Hirer shall be responsible for:

- a) leaving the premises and all surrounding areas including the Garden in a clean and tidy condition, and all tables, chairs and any other items temporarily removed from their positions properly replaced;
- b) closing any windows opened, switching off lights and turning the heating thermostat back to 10°C;
- c) returning the key at the time and to the person as directed. All functions must end by 11.30 pm and the building locked by 12 midnight.

Hirers must ensure that they have booked sufficient time to allow for clearing up at the end of their hire period.