



CONDITIONS OF HIRE

If the hirer is in any doubt as to the meaning of any of the following conditions, the Hall Secretary should be consulted.

For the purpose of these conditions, the **HIRER** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The **Hirer** will, during the period of the hiring, be responsible for the 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 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 render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without permission.
3. The **Hirer** shall be responsible for the obtaining of such licences as may be needed whether for the sale of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Ltd or otherwise and for the observance of the same.
4. The **Hirer** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries.
5. The **Hirer** shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and Local Magistrates Court or otherwise particularly in connection with any event which includes public dancing or music or other similar public entertainment.
6. The **Hirer** shall, if preparing, serving or selling food observe all relevant food health and hygiene regulations and legislation.

7. The **Hirer** shall ensure that all electrical appliances brought by him, to the premises and used there shall be safe and in good working order and used in a safe manner.
8. The **Hirer** shall indemnify the committee for the cost of the repair of any damage done to any part of the property including the cartilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
9. If the **Hirer** wishes to cancel the booking before the date of the event and the Committee 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 committee.
10. The **Hirer** shall ensure that the minimum of noise is made on arrival and departure.
11. The **Hirer** shall ensure that no dogs are brought onto the premises, except guide dogs.
12. At the end of the Hiring, the **Hirer** shall be responsible for leaving the premises and surrounds in a clean and tidy condition and adhere to the Use of Kitchen rules. All rubbish to be placed in bin bags in the wheelie bins at the back door. All lights and heaters are to be switched off or turned down as per instructions displayed, and that the premises are properly locked and secured unless directed otherwise. The hirer shall also ensure that any contents temporarily removed from their usual positions are properly replaced otherwise the committee shall be at liberty to make an additional charge.

All stacking chairs to be placed in stacks of not more than 3 chairs and placed at the end of the hall where the ceiling is highest. At the end of the hall are two cupboards, one containing the gas meter (on the left) and the other containing the electric meter and equipment. The doors to these cupboards must be kept clear at all times, due to safety regulations. Brown chairs at the "picture end".

13. The **Committee** reserve the right to cancel this 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, in which case the hirer shall be entitled to a refund of any deposit paid.
14. In the event of the hall or any part thereof being rendered unfit for use for which it was hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
15. The **Hirer** shall ensure that all activities for children under eight years of age comply with the provisions of the Children Act 1989, and that only fit and proper persons have access to children.

16. The **Committee** reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time, either before or during the term of the agreement upon giving 7 days notice in writing to the hirer. The hirer shall be entitled, upon such notice, to reimbursement such monies including the deposit or a proportion of the same as having been paid by the hirer to the committee but the committee shall not be liable to make any further payment to the hirer.
17. The **Hirer** shall pay a deposit of £10 on signing the hire agreement. This deposit shall be in addition to the hiring fee and will be returned to the hirer, if, on completion of the hire the conditions of section 12 have been complied with to the satisfaction of the committee.
18. **CAR PARKING** Users of the Village Hall are requested not to park on Kiln Hill (the unmade road at the side of the hall) and that driveways to the residential buildings nearby are not obstructed. If the hirer is aware that several cars will be attending their function then the car park at the school could be available. A letter to the secretary of St. Johns Junior School, Higham is required for prior permission to use their car park.
19. A reminder that if an extension has not been obtained (see hiring agreement) then all events must close at midnight and the premises vacated by 12.30 am. Please respect the privacy of neighbouring properties and leave the building in a quiet manner.