

HALWELL & MORELEIGH VILLAGE HALL

Conditions of Hire

All rates are inclusive of heating, lighting, chairs, tables and use of kitchen

The Hirer must fill in and sign a booking form ensuring all conditions of hire are adhered to.

The Hirer must be 21 years of age or over who accepts responsibility, being in charge of and present during the time of hire.

Any person under the age of 16 years of age must be supervised by a responsible adult at all times.

Safeguarding Children, Young People and Vulnerable Adults

If providing regulated services or activities for children, young people or vulnerable adults the Hirer shall ensure that they comply with the provisions of the Childcare Act 2006, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation, and that only fit and proper persons who have passed appropriate tests have access. When requested, the Hirer shall provide the Committee with a copy of their Safeguarding Policy and evidence of DBS checks.

The Hirer shall, during the time of the hire, be responsible for the building and contents, safety from damage, the care and behaviour of all persons using the premises. As directed by the Bookings Clerk the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

The Hirer should familiarise themselves with the position of the Fire exits and extinguishers. Smoking is not permitted inside the building.

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. No unauthorised heating appliances, portable liquefied propane gas (LPG) or Butane shall be used on the premises

The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the village hall. (The Village Hall is insured against any claims arising out of its own negligence).

The Hirer shall not use the premises for any purpose other than that described in the conditions of hire 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 alcohol thereon without written permission. 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.

Sale of Alcohol

Special arrangements are necessary if you sell alcohol at your event even if it is an event only for relatives and friends or the price of the ticket includes an alcoholic drink. A

Temporary Event Notice is required; apply through south hams district council

www.southhams.gov.uk

During the Event

Never leave the Hall unattended and unlocked

The Hirer shall ensure that no animals except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. Ensure no noise nuisance is caused by opening the external doors. **All Music must cease by 11.45pm, 10pm on Sundays.**

If hanging decorations please use 'BLU TAC' never drawing pins, nails or sticky tape, hooks are available around the hall to hang bunting etc.

All breakages, damages and injuries must be entered into the halls log book located in the kitchen.

All personal possessions, equipment are the responsibility of the hirer. The village hall committee cannot be held responsible for its safekeeping.

After the event

The Hirer will be responsible for leaving the premises in a clean and tidy condition, floors must be swept and if needed mopped. Work surfaces, cooker and fridge (if used) wiped clean. You may be asked to pay a cleaning supplement if abnormal cleaning is required as a result of your booking.

All rubbish generated during the period of hire must be taken with you, we have no rubbish collection. At the end of each hire period tables and chairs must be put away in the store in the order shown on the diagram on the cupboard door. The main hall floor should be swept with the white floor duster and the committee room cleaned using the vacuum cleaner. **Please leave by the end of your booked time**, someone else may be using the hall immediately after you.

Please make sure all lights are turned off (Lights in store cupboards, Gents and disabled toilets are automatic)

Please ensure all doors are closed and locked