



# PETERCHURCH VILLAGE HALL -

## BOOKING TERMS AND CONDITIONS.

1. The Village Hall is available for hire; hiring entitles the Hirer the use of the entrance lobby, the main hall, the fully equipped kitchen, the lavatories and the car park.
2. A completed booking form must be lodged with the Booking Secretary before the event.
3. Time to set-up the hall, before an event, and clearing after should be taken into account when booking the number of hours required.
4. Please clearly indicate on the booking form if your event is a 'private' one (to be attended by people invited); or if it is a 'public' one (you will be charging for entrance and the event will be publicised).
5. If a bar is to be provided at a public event it will usually be that the Village Hall will provide the bar, obtain the stock, run the bar, obtain and pay for the necessary licence, and retain the bar takings. It is important that sufficient notice is given of such an event so that a licence application can be made in good time.
6. The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge off and on the premises at all times when the public are present and for ensuring that all conditions, under the Agreement relating to management and supervision of the premises are met.
7. The Hirer shall, during the period of the hiring, be responsible for:
  - a. supervision of the premises, the fabric and the contents;
  - b. their care, safety from damage however slight or change of any sort;
  - c. and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking.
8. As directed by the Booking Secretary, 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.
9. 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 alcohol thereon without written permission.

10. 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.
11. 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 Fire Risk Assessment or Otherwise, particularly in connection with any event which Constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the Hall's health and safety policy.
12. The Hirer acknowledges that they have received instruction in the following matters:
  - a. The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.
  - b. The location of the fire Extinguishers/fire blanket.
  - c. Escape routes and the need to keep them clear at all times.
13. It is the responsibility of the Hirer to know where the Fire Assembly Point is and to instruct all users of the Hall where it is and what routes they are to use in the case of fire. All means of exit from the premises must be kept free from obstruction and be immediately available for instant free public exit.
14. The Hirer shall if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.
15. The Hirer shall ensure that any electrical appliance 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 Regulation 1989.
16. If a Bouncy Castle is to be used, either indoors or outside, it is the responsibility of the Hirer to make sure that the necessary insurance is in place.
17. The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee. On no account should the Hirer alter any of the settings in the Hall's heating system. The system operates automatically and is fully self-regulating. If any Hirer interferes with the system in any way and an engineer is needed to re-set the system, the cost of the engineer's visit will be charged to the Hirer.
18. The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive

consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly manner shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

19. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total price of all goods and services are prominently displayed as shall be the organiser's name and address.
20. If the Hirer wishes to cancel the booking before the date of event and the Village Hall 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 Village Hall.
21. The Village Hall reserves the right to cancel any hiring by written notice to the Hirer in the event of:
  - a. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
  - b. the Village Hall Management Committee reasonably considering that a hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damage whatsoever.

22. It is the responsibility of the Hirer to leave the Hall in the condition it was at the time of hiring. Hirer's may make use of the Hall's glasses, crockery and cutlery. Washed and dried items to be returned to the relevant cupboards/shelves. Hirers are responsible for removing all rubbish from the site.
23. Hirers must provide a full postal address on the Booking Form. An e-mail contact and telephone/mobile number would be useful. An invoice for the hiring will be delivered or sent by post after the date of hiring.