

**WHITTLE-LE-WOODS VILLAGE HALL**  
**Standard Conditions of Hire**

*The hall is a non-smoking area*

**DEFINITIONS.**

<b>THE HALL (or Premises)</b>	The Community Hall (and curtilage) of Whittle-le-Woods
<b>THE HIRER</b>	The person or organisation hiring the Hall
<b>THE COMMITTEE</b>	The Committee of Whittle-le-Woods Community Hall
<b>THE LETTINGS OFFICER</b>	The person authorised by the Committee to make bookings on behalf of the Hall.

**BOOKING**

1. THE HIRER shall pay the Lettings Officer the Deposit and Booking Fee (if due) at time of booking and in any event within 4 weeks before commencement of the hire. THE HIRER will have no right to use the rooms and facilities until all payments have been made in full at the times stipulated.
2. If THE HIRER wishes to cancel the booking and the Committee is unable to conclude a replacement booking, the question of repayment of fees shall be at the discretion of the committee.
3. THE HIRER shall, on making the booking, inform the Lettings Officer of any requirements concerning the provision of refreshments or kitchen facilities and shall be responsible for any charges incurred.

**RESPONSIBILITIES OF THE HIRER**

4. THE HIRER will during the period of the hire be responsible for the supervision of the premises the fabric and contents, their care, safety from damage however slight and of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements. As directed by the Lettings Officer, THE HIRER shall make good or pay for all damage to the premises or to the fixtures, fittings or contents, THE HIRER will not allow anyone not connected with his hire on to the premises during the period of the hire. No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the approval of the Lettings Officer. Any alteration, fixture, fitting or attachment shall at the discretion of the Lettings Officer

EITHER: Remain in the premises at the end of the Hiring and become the property of the Hall

OR: Be removed by the Hirer who must make good to the satisfaction of the Lettings Officer any damage caused to the premises by such removal.

THE HIRER is responsible for ensuring that **noise** from the event is controlled and is unlikely to cause nuisance to neighbouring properties. Noise outside the building should be monitored throughout the event and that all persons leaving the premises during or following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance to owners or occupiers of nearby properties.

5. THE HIRER shall not sublet or use the premises for any unlawful purpose or in any unlawful way or do anything onto the premises which may endanger the same or any insurance policies in respect thereof. THE HIRER shall not use the premises for any other purpose other than that permitted under the Hiring Agreement and will not, without obtaining the prior consent of the Lettings Officer, use or enter the premises at any times other than those permitted under the Hiring.
6. THE HIRER shall indemnify the committee for the cost of repair or reinstatement of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur as a result of the hiring.
7. THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition with all property returned to their usual positions. All rubbish must be removed and disposed of by the Hirer. THE HIRER shall pay an additional deposit, refundable after the letting has ended, from which any additional charges will be deducted.
8. All functions must terminate in time for the building to be vacated by the stipulated finishing time. After this time a surcharge of £16 per hour or part thereof will be applied, to be deducted from the deposit.
9. THE HIRER shall indemnify the Committee against all **third party liability** arising during the hire period. THE HIRER shall indemnify and keep the Committee or its employees or agents

and invitees indemnified against all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer,

THE HIRER shall take out adequate insurance to cover the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire and, on demand, shall produce the policy or other evidence of cover to the Lettings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Lettings Officer to re-let the premises to another hirer.

10. At the conclusion of the hire the Hirer is responsible for and co-operating with any requirements that the Committee may impose in the use of the Intruder Alarm System.

**REGULATIONS TO WHICH THE HIRER MUST COMPLY.**

11. THE HIRER SHALL IN NO CIRCUMSTANCES permit the sale of intoxicating liquor within the Village Hall unless he obtains a suitable license from the licensing authorities.
12. No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences and theatre, film, video and public entertainment licences. No such work shall be performed or shown without the prior approval of the Lettings Officer, and no alteration to the work shall be made after such approval.

THE HIRER:

Shall be responsible for obtaining any necessary approvals or licences (including any liquor licence) in connection with the hire, other than those already held by the Committee or Hall.

Will comply with all conditions attaching to such approvals or licences and will indemnify the committee against all losses, costs, damages and expenses resulting from any failure to obtain such approvals or licences or from any failure to comply with the same.

All such licences shall be produced to the Lettings Officer before the commencement of the hiring.

13. **Fire Exits.** THE HIRER is required to keep all Fire Exits clear. Notices are displayed for action to be taken in the event of fire. The Hirer must contact the booking clerk in the case of an emergency.
14. **Food Hygiene Regulations.** These must be observed at all times.
15. THE HIRER must ensure that **All Electrical Appliances** brought into the hall during the period of hire have a **Compliance Certificate**.
16. THE HIRER shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the Organiser's name and address, and that any discounts offered are based only on Manufacturer's Recommended Retail Prices

**RIGHTS OF THE COMMITTEE**

17. THE COMMITTEE reserve the right to cancel the booking and shall not be liable to the Hirer for any resulting loss or damage whatsoever.
18. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it was hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

**GOODS, being the property of the Hirer, and STORAGE.**

- 19.. If the HIRER is permitted to store equipment between sessions, it must be stored in such a place and in such a manner as indicated by the Lettings Officer and only for as long as is permitted by the Committee subject to payment of the storage charge. No article that is dangerous or unsuitable may be stored.

**ACCEPTANCE.**

21. THE BOOKING of the Hall by any Hirer indicates acceptance of all these standard conditions of hire. The conditions may not be varied in any way unless the Hirer receives written approval for such from the Chairman of the committee as sanctioned by the committee in meeting.

1 March 05