

Chittlehampton Village Hall.

General Conditions Of Hire.

Registered Charity: 1200197

The Hirer should appoint a responsible person for the event. That person should familiarise themselves with the layout of the hall, health and safety, fire policy and procedures, lone working policy, safeguarding children and vulnerable adults policy.

During the period of hire the hirer is responsible for the care and safety of the hall, all its contents and fittings and the behaviour of all persons using the hall.

Village Hall Trustees reserve the right to attend any event to ensure these conditions are being observed.

1. The HIRER

- 1.1. must familiarise themselves with the Village Hall's Health and Safety Terms and Conditions, its Health and Safety Policy and notices all filed in the in the H&S folder in the Hall, and have a mobile phone at the event
- 1.2. must enter any accidents into the Accidents Book which is kept in the village hall
- 1.3. must report any damage that happens during the hire and shall indemnify the Trustees for the cost of repair of any damage done to any part of property and its contents
- 1.4. will be responsible for
 - 1.4.1. supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and
 - 1.4.2. the behaviour of all persons using the premises whatever their capacity, including
 - 1.4.3. proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
- 1.5. If food is being prepared and served all relevant food, health and hygiene conditions must be observed
- 1.6. shall be responsible for obtaining such licences as may be needed whether for the consumption of intoxicating liquor, from the Performance Right Society, or otherwise.
- 1.7. 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
- 1.8. shall not do, or bring onto the premises, anything which may endanger any insurance policies nor allow the consumption of alcoholic liquor thereon without written permission.
- 1.9. shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes dancing or music or other similar public entertainment or stage plays.
- 1.10. shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise, with all electrical appliances turned off and any contents temporarily removed from their usual positions properly replaced,
- 1.11. shall take your rubbish bags away with them, no rubbish should be left in the hall otherwise the Trustees shall be at liberty to make an additional charge.

2. Safeguarding

- 2.1. Organisations hiring the hall for activities for children or vulnerable adults will be asked to confirm that they have suitable child protection policies or vulnerable adult protection policies in place before the first booking commences.
- 2.2. Individuals hiring the hall for activities for children or vulnerable adults should be aware of the village hall policy which is displayed in the hall and on the website.
- 2.3. The hirer shall ensure that any activities for children are supervised at all times and in compliance with local legislation.

3. Cancellation

- 3.1. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to confirm a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Trustees.
- 3.2. The Trustees 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 already paid.
- 3.3. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

4. Provisional Bookings

- 4.1. Provisional bookings may be made, but should a definite booking be requested by another party that would clash with the original provisional booking, the provisional hirer will first be given the opportunity of confirming their original provisional booking subject to immediate payment of the appropriate hire charge in full and on a non-refundable basis.

SCHEDULE OF SPECIAL CONDITIONS

(to be attached if required)

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| Policy | General Conditions of Hire |
| Date Adopted | September 2023 |
| Date Reviewed | September 2023 |
| Next Review Date | September 2024 |