

## CONDITIONS OF HIRE

For the purposes of these conditions, the term **Hirer** shall mean any individual hirer or, where the Hirer is an organisation, the authorised representative. The terms **Wilshaw Village Hall** or the **Hall** or **WVH** shall mean, depending on context, either the physical entity which comprises the Hall and its contents or any authorised representative of the Hall's Committee.

If the Hirer is in any doubt as to the meaning of any of the following conditions, the Booking Secretary should be contacted by email before the period of hire. Please note that the Hall is managed and run entirely by volunteers and an immediate response cannot be guaranteed.

### Standard Conditions

1. The **Hirer** shall, 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 any change of any sort.
2. The **Hirer** shall be responsible for ensuring that the maximum number of persons in the Hall does not exceed 60. The Hirer shall also be responsible for the behaviour of all persons using the Hall whatever their capacity, and for proper supervision of car-parking.
3. The **Hirer** shall ensure all guests/attendees are instructed as to emergency procedures, especially the fire evacuation drill (exits, assembly point in the car park and the position of fire extinguishers and First Aid kit).
4. The **Hirer** shall not use the premises for any purpose other than that agreed with the Booking Secretary and shall not sub-hire the premises or allow the premises to be used for any unlawful or illegal purpose
5. The **Hirer** shall not do anything or bring onto the premises, anything which may endanger the Hall or its users, or contents, or render invalid any insurance policies in respect thereof.
6. The **Hirer** shall ensure that no smoking takes place within the Hall and that smokers using the outside area dispose of their cigarette ends responsibly and discard tab-ends in the sand bucket provided.
7. The **Hirer** shall ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.
8. The **Hirer** shall be responsible for obtaining any licences that may be required for the event, including, for example, a licence for the sale or supply of alcoholic beverages and/or a licence for the performance of music, (available from the Performing Rights Society or from Phonographic Performance Ltd).
9. The **Hirer** shall ensure that nothing is done in contravention of the law relating to gaming, betting, and lotteries on or in relation to Wilshaw Village Hall.
10. The **Hirer** shall comply with all 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 public dancing or music or other similar public entertainment or stage plays. Music must not be played at a volume audible outside the Hall and must cease by 23.00 hrs. The Hall must be vacated by 24.00 hrs, and **Hirers** are reminded to respect near-by residents by vacating the premises quietly by 24.00 at the latest.
11. The **Hirer**, if preparing serving or selling food, shall comply with all relevant food, health and hygiene legislation and regulations. The use of Barbecues is not permitted either inside the building or in the car park.
12. The **Hirer** shall ensure that any electrical appliances brought by the Hirer or their contractors to the Hall and used there are safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety

13. The **Hirer** shall indemnify the Committee for the cost of repair of any damage done during the period of the hire to any part of the Hall, contents and surrounding area.

14. If the **Hirer** cancels the booking with less than one months notice before the date of the event the Hirer will be liable and WVH will not be able to refund the hire charge. On occasions the fees already paid may be transferred to another time, but this shall be at the discretion of the Committee.

15. The **Hirer** shall ensure that the minimum of noise is made on arrival and departure.

16. The **Hirer** shall ensure that no dogs except guide dogs are brought into the Hall, unless prior permission from the Committee is obtained. No animals are permitted access to the kitchen.

17. At the end of the hiring, the **Hirer** must ensure that: -

(a) the Hall, contents and surrounds are left in a clean and tidy condition and any contents temporarily moved are replaced in their original positions

(b) all general (non-recyclable) refuse created during the period of hire is placed into bin bags which are tied and placed in the bins provided

(c) all recyclable refuse (glass, cardboard, paper) is removed from the premises and disposed of at a suitable facility

(d) the Hall is properly locked and secured unless directed otherwise by the Booking Secretary or other authorised representative of the Committee.

18. The **Hirer** agrees that, should the Hall and/or its contents be left in an unfit state for subsequent use, an additional charge based on the cost of any necessary cleaning or repairs will be payable.

19. If an accident or injury occurs during the hire period, the **Hirer must** inform the Booking Secretary by email on [wilshawvillagehall@gmail.com](mailto:wilshawvillagehall@gmail.com) as soon as possible. This is required in case of further query or investigation and **WVH** will in turn, contact all necessary parties. If the Booking Secretary is not made aware of any problems, then **WVH** cannot be held liable for any injuries caused.

20. If as a result of a previous booking, the **Hall** or any part thereof has been rendered completely unfit for the use for which it was hired, the Committees liability to the **Hirer** shall be limited to a refund, in whole or in part, of any fees already paid. The Committee, jointly or severally, shall not be liable to the **Hirer** for any consequential loss or damage.

21. The Committee reserves the right to cancel any hiring in the event of the **Hall** being required at short notice for use as a Polling Station for a Parliamentary or Local Government election or by-election. In such an event the **Hirer** shall be entitled to a full refund of any fees already paid.

22. All contact with the Hall or its representatives must, in the first instance, be through the Booking Secretary by email on [wilshawvillagehall@gmail.com](mailto:wilshawvillagehall@gmail.com) or telephone 01484 850488.

23. **Wilshaw Village Hall** is managed and run entirely by unpaid volunteers, and as a result contact with us, particularly by telephone, may not receive an immediate response but will be dealt with as quickly as possible.

24. In the event of any dispute between the **Hirer** and **Wilshaw Village Hall**, the laws and relevant regulations of England and Wales shall apply.