**Conditions of Hire for the Old Dalby village hall**

If the HIRER is in any doubt about the meaning of the following, then these questions should be submitted via the Old Dalby village hall website as soon as possible. For the purpose of these conditions, the term HIRER shall mean an individual or, where the HIRER is an organisation, the authorised representative.

**1. Supervision**

The HIRER will, 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 change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid the obstruction of the highway or mounting the pavement when parking.

**2. Use of the Premises**

The HIRER shall not use the premises for any purpose other than originally agreed. He/she may not sub-hire 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 the correct legal steps being taken and confirmed.

The HIRER may use the hall’s WiFi whilst in the hall. Connect to TNCAPB1805L, password ryxkNsAgXG4K74Yn .

**3. Licences**

The HIRER shall be responsible for taking out any licences appropriate to the event being organised. (The Trustees will provide assistance in identifying the appropriate licences). We DO NOT hold a TV license and therefore HIRERS must not stream any tv shows.

**4. Gaming, Betting and Lotteries**

The HIRER shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting or lotteries.

**5. Health and Safety**

The HIRER shall comply with all conditions and regulations relating to health and safety in the hall and its usage. The HIRER will take note that bouncy castles (except those previously approved for use and provided by a suitable supplier), fireworks, Chinese lanterns, helium balloons, incense burners or open fires are NOT allowed in the hall.

The HIRER is required to undertake a risk assessment of their use of the hall and any activities taking place in the hall. The risk assessment should be a systematic process that identifies, analyses and then identifies measures to control any hazards and risks that have been identified with regard to the level of likeliness and impact they have. The HIRER should retain a record of this risk assessment, but does not need to submit it to the village hall committee.

**6.** **Health and Hygiene**

The HIRER shall, if preparing, serving or selling food, observe all the relevant food, health and hygiene legislation. This must include ensuring that food is stored at the correct temperature, e.g. below 8oC for cooked meats, cooked rice, meat based products, egg dishes, sandwiches, dairy foods etc. Cold food can be held for maximum of 4 hours at room temperature but only for a single period. Cooked and uncooked meat must be kept separate from each other and it must be ensured that any cooked meat is thoroughly cooked through before serving. Wash hands before serving food. There is a separate sink for this in the kitchen.

Keep food covered before serving. Make sure that you do not adversely impact those that may have food allergies. Please ensure that if the hall’s crockery and cutlery is used, it is washed after use. There is a dishwasher next to the fridge in the kitchen.

**7. No Smoking**

The HIRER shall ensure that persons attending the event abide by the law which states that all Public Buildings or Places shall be designated as No Smoking Areas. Failure to comply would attract a fixed penalty fine or Court fine.

**8. Electrical Appliance Safety**

The HIRER shall check that all electrical appliances are in good working order and that they are used in a safe manner. (The Trustees are responsible for an annual check on all electrical equipment).

**9. Indemnity**

Where the HIRER is hiring the hall for a commercial activity, the HIRER should ensure that they have appropriate Public Liability Insurance.

**11. Accidents and Dangerous Occurrences**

The HIRER must report all accidents involving injury to the public to a member of the hall’s management committee as soon as possible. Certain types of accidents must be reported on a special form to the local authority. A member of the hall’s committee will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

**12.** **Force Majeure**

In the event of the hall being rendered unfit for the use for which it has been hired (e.g. due to a power cut, weather damage, etc.), the Trustees shall NOT be held liable to the HIRER for any resulting loss or damage whatsoever. We would recommend that Wedding Bookings obtain special Wedding Insurance to cover all eventualities with their special day.

**13. Animals**

The HIRER will ensure that no animals, including birds, except guide dogs are brought into the hall, other than for a special event agreed with the Trustees. No animals whatsoever are to enter the kitchen at any time.

**14. Compliance with the Children Act and Vulnerable Persons Policy and the Safeguarding of Children and Vulnerable Persons**

The HIRER will comply with the Children Act of 1989, particularly with regard to ensuring that any activities for children under eight years-of-age comply with the provisions of the Act and that only fit and proper persons have access to the children. It is the responsibility of the HIRER to be aware of Safeguarding guidelines and to have their own checks and procedures in place to cover themselves in the event of any issue that may arise.

**15. Refusal of a Booking**

The Trustees reserve the right to refuse a booking without notice or to cancel the Hiring Agreement at any time either before or during the term of the agreement upon giving seven days’ notice to the hirer. The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Trustees but the Trustees shall not be liable to make any further payments to the hirer.

**16. Noise**

The HIRER shall ensure that the **minimum** of noise is made on arrival and departure. Amplified music shall not be played at a level that causes nuisance to the neighbours of the Village Hall. **No live or amplified music is to be played after 11.00pm****.**

**17. Capacity**

The maximum number of people for a seated function at the hall is **70 guests**.  The maximum number of people for a buffet style function at the hall is **110 guests**.

**18. End of the Hire**

The HIRER shall be responsible for leaving the premises and the surrounding area tidy and properly locked and secured. All chairs and tables must be returned to their original position**.** Any excess rubbish that doesn’t fit in the dustbins must be taken home. All spillages should be promptly mopped up.

You must:

* Arrive and vacate the hall at the agreed times (hire time should include setup and clear up time) and return the key to the Keybox.
* If you are the last user ensure that all rooms in the Hall have been vacated and all electrical items such as water heater, extractor and lights switched off and taps turned off. Outside lights are on timers.
* If you have been serving food, you must ensure that all food surfaces have been thoroughly cleaned after use.

**19. Additional charges**

1. **If a trustee or the cleaner have to undertake additional duties, clearing and tidying, to ensure the hall is ready for the next hirer it will result in a charge for this being added to your invoice.**
2. **The cost of any breakages to kitchen or other equipment equipment or damage to the Hall will also be charged to the HIRER.**
3. **Failure to comply with any of the above clauses may also result in a financial penalty being added to your invoice. For example, time spent communicating with neighbours and/or the Council following a noise complaint.**

**Please Note: The hall must be left ready for immediate use by the next hirer.**

7/12/2023