

Brede Village Hall – Conditions of Hire

These 'Conditions of Hire' apply to all persons hiring the hall. It is important that you read and fully understand them before signing the Booking Form.

Availability and Capacity

The hall is available for hire between 08.00 and 23.00 daily. The hall cannot be hired for any teenage function (teenage meaning up to the age of 18) unless there are two responsible adults present at all times. The number of people on the premises shall not exceed **150**.

Booking

Bookings for the hall must be made on the Booking Form and with as much notice as possible. All hirers must be over the age of 18 at the time of booking.

Payment

Payment for bookings is required in full with the Booking Form.

Damage Deposit

A deposit of £150 is required to be paid by the hirer at the time of booking as a security against any possible damage caused to the hall or its contents during the hire. The damage deposit will be returned in full within 28 days of the hire date, following an inspection of the hall and grounds, providing there has been no damage or additional cleaning required, or in part where the cost of rectification is less than the deposit. Rectification costs in excess of the deposit will be invoiced to the hirer.

Supervision

The hirer shall, 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 the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway or the undue disturbance of residents of neighbouring properties.

Use of Premises

The hirer 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 might endanger the same or insurance policies in respect thereof, nor allow the consumption of alcohol without permission.

Cancellation by the hirer

If the hirer wishes to cancel the booking before the date of the event, our cancellation policy is:

- **30+ days prior to date** – no charge will be made.
- **Less than 30 days prior to date** – a charge will be made at the discretion of the Management Committee.

Cancellation by the Village Hall

The Village Hall reserves the right to cancel a hiring in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- The Management Committee reasonably considering that the function 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.
- The premises becoming unfit for the use intended by the hirer (e.g. power cut).
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the hirer shall be entitled to a refund of any fee already paid, but the Village Hall shall not be liable to the hirer for any other fees or costs.

End of Hire

The hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions properly

replaced. All equipment and any other material belonging to the hirer must be removed from the premises within 24 hours from cessation of the hiring otherwise a storage charge will be made. If within one month storage charges have not been paid, the equipment will be removed from the hall at the hirer's risk.

Waste

There is no waste collection from the hall. Hirers are responsible for the removal of all waste otherwise a charge will be made.

Alcohol

The hall is not licensed for the sale of alcohol. It is the responsibility of the hirer to obtain any licence that is required.

Smoking

Smoking is not permitted anywhere on the premises.

Electrical Equipment

The hirer shall ensure that any electrical equipment brought into the hall shall have an up-to-date electrical test certificate. Its use is entirely at the owners risk and the Management Committee accepts no responsibility for any loss or damage however caused.

Fire Precautions

Fire regulations affecting the hall must be strictly adhered to. All means of exit must be kept free from obstruction and the emergency lighting of exits must remain on and visible while the hall is in use. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Clerk.

Dangerous Occurrences

Performances involving danger to the public shall not be given. Highly flammable substances (or LPG appliances) shall not be brought onto the premises. No internal decorations of a combustible nature shall be erected. The hirer must report all accidents involving injury to the public, and any failure of equipment belonging to the Village Hall to the Booking Clerk as soon as possible.

Heating

The hirer shall, under no circumstances, make any alterations to the main controls of the heating system. There are individual controls on the radiators should a change of heat be required in the building.

Car Parking

The Management Committee will not be liable for any damage or loss to or from any vehicle using the car park.

Fly Posting

The hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place in the hall and shall indemnify the Management Committee against all actions and proceedings arising from any breach of this condition.