



STAPEHILL VILLAGE HALL

Hall Hire Terms & Conditions

The person named as Hirer in the Hire Agreement shall be responsible for ensuring that the following conditions of hire of Stapehill Village Hall are complied with in all respects.

The Hirer will enter into a Hire Agreement with the Trustees of Stapehill Village Hall hereafter referred to as TSVH.

TSVH regards the safe care and protection of children and vulnerable adults as of the utmost importance. Groups that hire or use the premises are expected to share this concern and make appropriate provision for the protection of children and vulnerable adults within their care. The Hirer is required to ensure that children are protected at all times by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. This includes ensuring that at all times only fit and proper persons have access to the children.

The Hirer Agrees

Your Booking

- 1 That a booking is not confirmed until this Hire Agreement has been completed and returned to the Booking Secretary. The TSVH reserve the right to cancel the booking if: exceptional, unforeseen circumstances arise; there is any breach of the conditions of the Hire Agreement; or there is misstatement or material omission on the part of the Hirer in connection with the Hire Agreement particularly relating to the purpose of hire.
- 2.1 **One-off bookings** to pay the fees due in full before the event. This can, by arrangement, be a cash payment immediately before being granted access to the Hall. If the Hirer wishes to cancel the booking the TSVH may at their absolute discretion refund the fees already paid but shall be under no obligation to do so. A deposit of £10 is required at the time of booking to secure the hire.
- 2.2 **Regular bookings** will be sent an invoice at the end of the month unless other prior arrangements have been made with the Treasurer and payment must be made within 30 days of the date of the invoice. If the hirer chooses to make a payment before receiving an invoice then only a receipt will be provided.
- 3 In the event of TSVH cancelling the booking all fees already paid by the Hirer shall be refunded in full.
- 4 To follow any Government rules and restrictions that may apply because of Covid-19, or other events.
- 5 That the premises may be inspected to assess suitability for the purpose for which they are hired.

- 6 That no tenancy is intended to be created between TSVH and the Hirer and no relationship of landlord and tenant exists between them.
- 7 Car parking is available but all cars must be removed at the end of the letting.

Preparing for your Event

- 8 To be responsible for obtaining adequate insurance against any third party claims that may be made against the Hirer whilst using the premises. The Hirer will indemnify TSVH against all actions, claims, liabilities and costs whatsoever arising from use of the Hall and its facilities.
- 9 To be responsible for obtaining any local authority or other licenses necessary in connection with the booking. The premises are licensed for the performance of live or recorded music. Private parties are not subject to PRS and PPL license but commercial bookings are. For more information contact the local council or see www.prsperformance.com and www.ppluk.com.
- 10 A licensed bar is not permitted on the premises.
- 11 That no signs, notices, posters or banners are to be displayed on the inside or outside of the building without prior approval of TSVH. Any signs placed inside the Hall must be attached to walls or woodwork by 'blu tack' or similar and never by using adhesive tape. All such publicity shall bear the name, contact address and telephone number of the Hirer. A copy of the programme/advertising material should be attached to the Hire Agreement. Any signs, notices, posters and banners must be removed following the event.
- 12 To carry out a risk assessment of your activities and act on findings to mitigate any risk (following any Covid-19 restrictions applying at the time of usage) including a site visit and meeting with the Hall Booking Secretary.

On The Day

- 13 To be responsible during the period of hiring for supervision and security of the premises and protection of the fabric and contents from damage.
- 14 To ensure that TSVH have access to all areas hired during the period of hire if requested.
- 15 To ensure that the fire apparatus of the premises are not interfered with in any way and that all emergency exits are not obstructed and all persons using the premises are aware of the location of fire appliances and emergency exits.
- 16 If the hirer moves chairs, tables or other items from their positions at the start of the hire, to replace same in their original position unless previously agreed with the Booking Secretary.
- 17 To keep the amount of noise or other disturbance to an acceptably low level during the period of hire, and also during arrivals and departures so as not to cause nuisance or inconvenience to the neighbouring properties.
- 18 To ensure the hirer and guests arriving and departing in motor vehicles adhere to the speed limits marked on the driveway and car park areas.

- 19 To ensure that the hire time as defined in the Hire Agreement, including time for setting up and clearing away the event, are adhered to.
- 20 To clear up after the event both inside the hired rooms and also outside where any mess may have been caused by the event (including any children's rubbish and overflow of waste from the event). The kitchen should be left clean and tidy.
- 21 That all rubbish will be taken away and disposed of off-site by the Hirer or placed in the wheelie bin by the main entrance/exit.
- 22 Smoking or Vaping is not permitted in any area of the land or Halls.

Afterwards

- 23 To accept full responsibility, for and to TSVH for all claims and liabilities arising from injuries to any person, using the premises during the period of hire, except such as may be caused by the negligence of TSVH. If any such injury does occur, the Hirer must inform the Hall Booking Secretary of the details, such that it may be recorded in the Accident Book.
- 24 To indemnify the TSVH for any damage or theft caused to the building, or to any fixtures, fittings or appliances belonging to TSVH during the period of hire or as a result of any breach of the Hire Agreement together with costs arising from any claims.
- 25 That TSVH will not be responsible or liable for any damage to, or loss of property brought onto, or left on the premises by the hirer or any other person.
- 26 Access to the venue is limited to the agreed hired times. Should you find you have left something behind or require any further access, please contact the Hall Booking Secretary.

Regular Hirers

- 27 That a regular booking is described as one where the Hirer has a rolling contract to cover their hire whether that be weekly, monthly or any other timescale. The TSVH reserve the right to terminate any regular hire without reason (provided reasonable notice is given). The TSVH reserve the right to terminate any regular hire with no notice where the Hirer is found to be in breach of any clauses in this Hall Hire Terms & Conditions.