

STANDARD CONDITIONS OF HIRE

The following Standard Conditions apply to all hiring of Widford Village Hall:

1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times for ensuring that all conditions under this Agreement are met.

2. Supervision

The Hirer shall be responsible for supervision of the premises, the fabric and the contents, safety from damage however slight, the behaviour of all persons using the premises and supervision of car parking arrangements. As directed by the Booking Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of Premises

The Hirer shall not use the premises for any purpose other than that agreed at time of booking. Shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose, 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 written permission. The Hirer must undertake that the Hall is not being used for any commercial activity that is solely for profit rather than community interest.

4. Licensable Activities, Music, Gaming, Betting and Lotteries

The Hirer shall ensure that they hold the relevant licence for their activity if applicable. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5. Smoking

It is illegal to smoke anywhere on the premises including the car park. The hirer undertakes to ensure the strict policy is adhered to at all times to ensure the safety of occupants of the Hall and the Hall itself.

6. Candles, Tea Lights

The use of candles, tea lights, lamps and burners are an obvious source of ignition. The hirer shall take particular care to ensure their use is adequately supervised.

7. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the Hall's Health & Safety policy.

(a) The Hirer acknowledges that they are fully aware of the following matters:

- The location and use of fire equipment.
- Method of operation of escape door fastenings.
- Escape routes and the need to keep them clear (refer to diagram on the Notice Board).
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.

(b) In advance of an entertainment or play the Hirer shall check the following items:

- No fire doors are wedged open.
- There is no obvious fire hazard on the premises.
- All fire exits are unlocked and panic bolts in good working order.
- All escape routes are free of obstruction and can be used safely.

8. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Secretary.

9. Health and Hygiene

The Hirer shall observe all relevant food health and hygiene legislation and regulations.

10. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. In particular, all appliances must have undergone Portable Appliance Testing (PAT).

11. Insurance and Indemnity

The Village Hall is insured against any claims arising out of its own negligence. However the Hirer is encouraged to have their own appropriate insurance in place.

12. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Hall management committee as soon as possible. Any failure of Hall equipment must also be reported as soon as possible. Certain types of accident or injury must be reported to the local authority.

13. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises without the consent of the Hall management committee.

14. Animals

No animals whatsoever are to enter the kitchen at any time.

15. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Hall is unable to secure a replacement booking, the question of payment or repayment of the fee shall be at the discretion of the Hall management committee. The management committee reserves the right to cancel this hiring by written notice to the Hirer. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

16. End of Hire

All events must finish by 10.30pm. The Hall be vacated by 11.00pm. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured.

17. Stored Equipment

The Hall accepts no responsibility for any stored equipment or other property brought on to or left on the premises and all liability for loss or damage is hereby excluded.

18. Safeguarding Policy for Children and Vulnerable Adults

If the Hirer runs, organises or supervises an activity in the Hall with unsupervised children or vulnerable adults, they must confirm to the Hall management committee that they have a written safeguarding policy in place and all persons working with children and vulnerable adults have undergone Disclosure and Barring Service (DBS) or equivalent checks and have received formal training and update training on safeguarding.

19. Complaints

If the Hirer has any complaint at any stage this should be made known in writing (email or letter) to the Booking Secretary as soon as possible after the event who will follow it up with the appropriate party.

20. Refuse

The Hall cannot dispose of the Hirer's waste. Therefore it is important that all Hirers take their waste home with them (and recycle bottles and cans) or the Hall shall be at liberty to make an additional charge. Please make sure that you bring adequate dustbin liners with you when you hire the Hall.