

# COTON VILLAGE HALL

## STANDARD HIRE CONDITIONS

The following standard conditions apply to all hirings of the Hall including the Meeting Room. By signing the attached Hire Agreement the Hirer agrees to be bound by these conditions.

1. The Hirer shall only use the premises at the times and for the purpose stated on the Booking Form and shall not use the premises for any unlawful purpose.
2. The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric of the building and its contents, and the behaviour of all persons using the premises whatever their age or capacity. 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. The Hall has a Premises Licence issued by South Cambridgeshire District Council which authorises the performance of a play, the exhibition of films, the performance of live music, the playing of recorded music, the performance of dance and the provision of facilities for making music and for dancing. The details of the Premises Licence are displayed on the notice board in the Hall. If the Hirer has booked the Hall for an activity which is covered by the Premises Licence, the Hirer will be supplied with a summary of the Premises Licence by the Hall Secretary and the Hirer agrees to fully comply with the requirements contained in the Licence.
4. The Hirer shall be responsible for obtaining any licences that may be required for playing recorded music in public (PPL and PRS for Music licences) or for the sale or supply of intoxicating liquor. Prior to applying for any licence to sell alcohol the Hirer must obtain written permission from the Village Hall.
5. 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.
6. No smoking is permitted in the Hall. It is only permitted in its grounds in the area indicated as the Smoking Station. The Hirer agrees to remove any cigarette ends that are deposited on the pavement outside the Hall or outside the designated area.
7. To prevent damage to the Hall's wooden floor and for the safety of the users of the Hall the Hirer shall ensure that none of the persons using the premises wear stiletto heeled shoes or shoes with kitten heels. The Hirer shall include this requirement in any publicity material issued by the Hirer for the event.
8. The Hirer shall, if preparing, serving or selling food, observe all relevant food hygiene legislation and regulations.
9. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner.
10. If a hire involves the use of Coton Village Hall's cooker, dishwasher, coffee maker or other electrical equipment, the hirer is responsible for its safe use and should take time to familiarise him/herself with instructions provided either verbally or in user manuals provided.
11. The Hirer shall indemnify and keep indemnified Coton Village Hall, the members of its management committee, its Directors, employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the premises including the grounds thereof or the contents of the premises and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.
12. The Hirer is strongly advised to take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire. Coton Village Hall is insured against any claims arising out of its own negligence.
13. The Hirer must report all accidents involving injury to the public to the Hall Secretary as soon as possible and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall must be reported to the Hall Secretary as soon as possible.
14. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.
15. If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall.

16. The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:-
  - o the premises being required for use as a Polling Station for a parliamentary or Local Government election or bye-election
  - o the Village Hall reasonably considering that (i) such hiring may lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
  - o the premises becoming unfit for the use intended by the Hirer

In such a case the Hirer shall be entitled to a refund of any deposit or the total hiring fee already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
17. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge.
18. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
19. No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the premises at the end of the hiring and become the property of the Village Hall or be removed by the Hirer who must make good to the satisfaction of the Village Hall any damage caused to the premises by such removal.
20. The Hiring Agreement constitutes permission only to use the premises for the booking and confers no tenancy or other right of occupation on the Hirer.
21. The hirer is responsible for the safety of those using the hall during the period of hire. Action to be taken in the event of a fire is detailed on the entrance notice board. Hirers should also note the position of fire exits and fire extinguishers.
22. When a hire involves children and vulnerable adults, the hirer is responsible for their safety and well-being and should ensure appropriate levels of adult supervision. Any adult with unsupervised access to children should have the appropriate approvals to do so.
23. No vehicles shall be parked on the Village Hall premises.
24. No fireworks, fountains or sparklers shall be brought into the Village Hall or onto its premises.
25. Except for birthday cake candles, real flame candles shall not be used in any part of the Village Hall. When candles are lit on birthday cakes, the Hirer shall ensure that the cake is not situated beneath a smoke detector and that the candles have been properly extinguished after use.

Signed by the Authorised representative of Coton Village Hall named in clause 1.2 of the Hire Agreement, or a Director of the Village Hall, on behalf of the Village Hall

Date \_\_\_\_\_ Signed \_\_\_\_\_

Signed by the Hirer or by the authorised representative of the Hirer named in Clause 1.3 of the Hire Agreement on behalf of the Hirer

Date \_\_\_\_\_ Signed \_\_\_\_\_