

TERMS AND CONDITIONS OF HIRE

1) GENERAL:

All agreements for the hire of Wanstrow Village Hall shall be strictly subject to these Terms and Conditions of Hire, as well as any Special Terms or exclusions specifically written and agreed between the Hirer and Wanstrow Village Hall. All hirings are at the sole discretion of the Trustees. Hirers must be at least eighteen years of age.

If the hirer has any doubts as to the meaning of any of the following, they should consult with the Hirings Secretary (Mrs Linda Stevens – address below) immediately. The Fee covers: Hire of facilities in the Hall as agreed with Wanstrow Village Hall, use of the patio area and non-exclusive rights to park in the Car Park. No rights are given for use of the Playing Field under these conditions.

2) HIRE CHARGES:

Rates are as current charges quoted and confirmed by the Hirings Secretary. Hirers are required to pay 50% of the hire fee at the time of booking to ensure the hire, and to pay the balance one week before the hiring. For weddings, parties and large functions, especially those involving the sale or provision of alcohol, a damage deposit of £200 is required in addition to the above. This is returnable in full provided no extra cleaning or reinstatement of damage is needed after the hiring. Where this is needed, a deduction will be made to the deposit before return. Any damage caused to the Hall as a direct result of the Hirer, their guests or service providers (caterers, DJs, etc.) costing more than the amount of the damage deposit will be billed to the Hirer accordingly.

3) CANCELLATIONS:

If the Hirer wishes to cancel a booking before the date of hiring, and the Trustees are unable to arrange a replacement booking, the Hirer will be charged 50% of the original hire fee. Any damage deposit paid will be returned in full. The Hall reserves the right to cancel any booking, in which case any deposit paid will be refunded. If the hall or surroundings are unfit for use Wanstrow Village Hall shall not be liable to the Hirer for any direct, or consequential, loss or damage.

4) LICENCES AND RISK ASSESSMENTS:

The Hirer shall be responsible for obtaining all necessary licences including those required for regulated activities involving children or vulnerable adults. The Hirer shall ensure compliance with such licences, and the regulations made by the Fire Authority, Local Authority, Police, Local Magistrates Court, or any other statutory authority. The hirer must also apply direct to Wanstrow Village Hall for permission to sell or provide alcohol, using the form provided. The Hirer shall comply with any restrictions regarding duration and volume of music. *It is the responsibility of the Hirer to complete any necessary Risk Assessments.* Hirers are strongly advised to carry out Risk Assessments for all bookings.

- The Hirer shall be responsible in full for the supervision of the premises, the fabric and contents of the Hall their protection from damage no matter how slight or change of any sort and the behaviour of

5) DURING THE PERIOD OF HIRE:

- The Hirer shall ensure that the premises and any equipment provided are used in accordance with the *Hall User's Manual* provided in the Hall.
- The Hirer shall indemnify the Hall against the cost of repair or replacement of any loss or damage