

# TERMS AND CONDITIONS OF HIRE

## 1) GENERAL:

All agreements for the hire of Wanstrom 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 Wanstrom Village Hall Trustees. 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, 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 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.

## 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 deposit paid will be returned in full. The Trustees reserve the right to cancel any hiring, in which case any deposit paid will be refunded. If the hall or surroundings are unfit for use the Trustees shall not be liable to the Hirer for any direct, or consequential, loss or damage.

## 4) LICENCES:

The Hirer shall be responsible for obtaining all necessary licences and Temporary Events Notices (needed for the sale of alcoholic liquor) 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 the Trustees for permission to sell or provide alcohol, using the form provided. The Hirer shall comply with any restrictions regarding duration and volume of music.

## 5) DURING THE PERIOD OF HIRE:

- 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 all persons using the area hired.



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- 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 Trustees against the cost of repair or replacement of any loss or damage relating to the Hall, its surroundings, or contents, that may occur during the period of hiring or as a result of the hiring.
- Any such damage or loss must be reported to the Hirings Secretary in writing by the Hirer at the conclusion of hire.
- Any equipment or items supplied by the Hirer for use in the Hall or surroundings must be supervised by the Hirer (and where relevant, children's parents) at all times, and used in accordance with any safety instructions. The Trustees accept no responsibility whatsoever for any accident or injury arising from the use or misuse of such equipment.
- The Hirer shall not:
  - (a) use the premises for any purpose other than that described in the hiring agreement; or
  - (b) sub-hire the premises; or
  - (c) use or allow the premises to be used for any unlawful purpose or in any unlawful way; or
  - (d) do anything or bring onto the premises or surroundings anything that may damage or endanger the premises; including igniting fireworks; or
  - (e) contravene the requirements of any insurance policy relating to the premises; or
  - (f) allow the consumption of alcoholic liquor therein without written agreement.

### 5) AT THE END OF THE HIRING:

The Hirer shall be responsible for leaving the premises, contents (including crockery and cutlery) and surroundings clean and tidy, and is responsible for removal and lawful disposal of all rubbish. The premises should be left as advised within the *Hall User's Instructions*. Any failure to adhere to this requirement will result in extra charges including those for cleaning.

If anything is found to be unsatisfactory in the Hall, the Hirer shall report this immediately to the Hirings Secretary at the commencement of the hiring; otherwise the Hirer shall be liable for the unsatisfactory condition.

*NOTE: Hirers should ensure that they have access to a mobile phone during the period of hire, and that it is fully charged. This is so that the Hirer can contact emergency services if it is necessary. There is no public phone in Wanstrow.*

**Mrs Linda Stevens, Woodbine Cottage, High Street, Wanstrow, BA4 4TE. Tel: 01749 850 659**

*Conditions as revised and approved by the Trustees 19th November 2012*

