

Westerfield Village Hall

Registered Charity No : 1086331

Hire Agreement

The Hirer : Name:

Address:

Phone number: (mobile if possible)

Email address:

Date of Hire Agreement : made between the Village Hall Committee & the Hirer

Purpose of Village Hall Use :

Date and duration:

Payment

Deposit:** To be paid to confirm booking. Deposit deductible from total fee

Total Fee*: Total fee to be paid on or before key collection. Please note that The Hirer is responsible for the payment of heating (see User Notes)

***Cheques :** please make cheque payable to Westerfield Village

***BACS details** BACS sort No 40-25-31 Account No 41406485

I/We the Hirer

- **Agree to be present** during the entire **Hiring Period** to ensure that all users comply fully with this **Hire Agreement, Notes for Users and Standard Terms and Conditions annexed to this Hire Agreement unless a clause/s specifically excluded**
- **Return the keys as agreed as soon after use as possible**

Signed (The Hirer)***

Signed (The Booking Secretary on behalf of the Committee)

*****RETURN of The Hiring Agreement**

By post to : A signed copy of the Agreement shall be returned to the Booking Secretary at Seaton House, Lower Road, Westerfield, Ipswich Suffolk IP6 9AR

By email: or by email to westerfieldvillagehall@gmail.com

Tuesday, 25 May 2021

STANDARD TERMS & CONDITIONS

Standard Conditions of Hire

1. Age

The **Hirer** must be at least 18 years of age and agrees to be on the premises during the entire hire period. The **Hirer** accepts responsibility for ensuring that all conditions of the **Hiring Agreement, The Notes for Users** and **Standard Conditions of Hire** relating to the management and supervision of the premises are met.

2. Supervision

The **Hirer** will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, and for the behaviour of all guests using the premises.

The **Hirer** must satisfy themselves that the hall, facilities and equipment are satisfactory for the users and comply with relevant Regulations associated with any activity particularly when users are young children and juveniles.

The **Hirer** will make good or pay for all the damage (including accidental damage) to the premises or to the fixtures, fittings or contents, or for any loss of contents.

3. Use of Premises

To comply with the conditions of the Premises Licence she/he shall ensure that:

- a) All doors and windows to those parts of the village hall used for the provision of regulated entertainment shall be kept closed after 22.00 hours, other than for access or egress, when there are performances of any description of regulated entertainment taking place.
- b) The volume of any amplification system used in connection with the performance of any description of regulated entertainment shall be controlled so that it is not intrusive at the boundaries of nearby residential properties.
- c) The **Hirer** will not use the premises or car park for any purpose other than described in the attached **Hiring Agreement**. The **Hirer** will not sub-hire or use or allow the premises to be used in any unlawful or unsuitable way

4. Car Park

The **Hirer** will ensure that all guest vehicles using the **Village Hall Car Park** do so in an orderly way in the marked spaces. Part of the **Car Park** is designated for use by **Village Hall Users ONLY** and these should be used first. The **Car Park** is also used by those attending Church and Bowls Club members, and so the **Hirer** and their guests should cooperate with other users to avoid unnecessary obstruction. Please note that the car park should only be used during the **Period of Hire**.

5. Hall Capacity

The premises can accommodate a maximum of 70 people, and it is the responsibility of the **Hirer** to ensure that the number of guests attending the event is restricted to this number.

6. Insurance and Indemnity

The **Hirer** will need to seek permission from the **Village Hall** if he/she wishes to hire equipment for use inside or outside the hall. The **Village Hall** is unable to offer any **Insurance** or **Indemnity Cover** for the use of hired equipment, and so the **Hirer** will need to ensure the equipment supplier is able to provide this cover.

Please note that indoor bouncy castles are not allowed.

7. Electrical Appliance Safety

The **Hirer** will ensure that any electrical appliances that are brought to the premises are safe and in good working order. The **Hirer** will also ensure that these electrical appliances are used in a safe manner.

8. Gaming, Betting and Lotteries

The **Hirer** will ensure that the premises are not used in contravention of the law relating to gaming, betting or lotteries.

9. Childcare

The **Hirer** will ensure that any activities for children and young people comply with the laws relating to **Childcare** and for the **Safeguarding of Vulnerable Groups**.

10. Noise and Music

The **Hirer** will ensure that the minimum of noise is made on arrival and departure from the premises. The **Hirer** will also ensure that sound levels of any live or recorded music should be controlled so that it is not intrusive to nearby residential properties.

All doors and windows to those parts of the village hall used for the provision of regulated entertainment shall be kept closed after 22.00 hours, other than for access and exit.

11. Alcohol

The sale of alcohol on the Village Hall premises is not allowed. The Hall has been granted a Premises Licence under the Licensing Act 2003 which restricts the dispensing of alcohol

If the dispensing of alcohol is to take place, either as a beverage or as prizes in a competition or draw, he/she is advised to seek advice from the Licensing Authority as to the requirement for the appropriate licence.

12. Anti-Social Behaviour.

It is the responsibility of the **Hirer** to ensure that his guest to not engage in anti-social behaviour or any activity which may disturb adjacent property owners.

13. Smoking

The **Hirer** will ensure that all **Village Hall** users comply with the appropriate legal provisions relating the prohibition of smoking in public places.

14. Furniture

The **Hirer** or his / her guests will not take any tables, chairs or other hall furniture outside the premises.

15. Protecting the Fabric of the Premises

The Hirer will not deface, damage or attach notices or other artefacts to the walls of the premises.

16. Animals

The Hirer will ensure that no animals except guide dogs are brought into the premises except when agreed with the **Village Hall**. No animals whatsoever are allowed in the kitchen at any time.

17. Accidents

In the event of any accident or injury, the **Hirer** will notify a member of the the Village Hall Committee and complete the appropriate section the Accident Book which may be found in a folder located on the kitchen wall.

18. Privacy of Personal Data

The personal data provided by the Hirer on the Booking Form will be kept on a single user personal computer if electronic or in a hard copy by the Booking Secretary for a period of 18 months and will not be passed on to any third party.

19. Review of Terms and Conditions

The Village Hall Committee reserves the right to update and revise the Terms and conditions in line with any Government guidance or Health and Safety issues.

Please also note

20. Polling Station

The **Village Hall** reserves the right to cancel a booking if any of the premises covered by the **Hiring Agreement** are required by the Local Council for use as a **Polling Station**. In that instance, the **Hirer** will receive a full refund of any monies paid.

21. Indemnity from Loss

The **Village Hall** will not be responsible for any loss or damage which the **Hirer** may incur, if the facilities covered by this **Hiring Agreement** are rendered unfit for use due to circumstances beyond the control of the **Village Hall**. In these circumstances, the **Hirer** will receive a full refund of any monies paid.

Hirer

For the Village Hall

Tuesday, 25 May 2021

Date

Tuesday, 25 May 2021