

NASH MILLS VILLAGE HALL TERMS AND CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following conditions of hire then the Hall Booking Secretary should be consulted immediately.

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative of that organisation.

THE HIRER shall:

- be responsible for supervision of the premises; the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity – including proper supervision of car parking arrangements so as to avoid obstruction of the car park and the highway.
- not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises, or allow the premises to be used for any unlawful purpose or in any unlawful way, 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 sale of alcohol thereon without the appropriate licences.
- be responsible for obtaining such licences as may be needed for the sale or supply of intoxicating liquor or any other event requiring a licence. Information on acquiring these can be obtained from the Nash Mills Village Hall Management Committee.
- ensure that nothing is done on or in relation to the premises, in contravention of the laws relating to gaming, betting and lotteries.
- comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- If preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
- ensure that any electrical appliances brought to the premises and used there shall be tested safe and in good working order and used in a safe manner.
- be liable to pay Nash Mills Village Hall for any damage done to any part of the property, including the contents of the building, which occur during the period of the hiring by the user group if it is greater than the deposit paid.
- also be responsible for making arrangements to insure against any Public Liability and Third Party claims, which may lie against them whilst using the Nash Mills Village Hall. Note – (Nash Mills Village Hall is insured against any claims arising out of its own negligence).
- ensure that no animals (including birds) except working guide dogs and hearing dogs are brought into the hall, other than for any special event agreed by the Hall Management Committee
- ensure that any activities for children under eight years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons have access to the children.
- not carry out, or permit any fly posting, or any other form of unauthorised advertisements for any event taking place at the Nash Mills Village Hall, and shall pay the committee accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
- if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that total prices of all goods and services are prominently displayed, as shall be the organiser's name and address.
- ensure a mobile phone should always be available for emergency use during the hire
- ensure all payments for the hire of the hall should be made at least one month before the date of the booking

IF THE HIRER wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking the question of payment or the repayment of the fee shall be at the discretion of the Hall Management Committee.

A CONTRACT for the hire is considered made upon receipt of a completed booking form.

THE COMMITTEE reserves the right to cancel any hiring in the event of the hall being required for use by itself, the local authority or local or national government in which case the hirer shall be entitled to a refund of any deposit already paid.

UNFIT FOR USE In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Hall Committee shall not be liable to the Hirer for any resulting loss or damages whatsoever.

REFUSAL OF BOOKING

The Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving seven days notice in writing to the Hirer. **The Hirer** shall be entitled upon such notice to reimbursement of such monies, including the deposit or a proportion of the same, as have been paid by the hirer to the Committee.

THE HIRER is required to:

Ensure that a responsible person is on site throughout the entire period of hire of the building in order to ensure its security.

Ensure that the building is not left unattended. The hall must not be left at the end of a hire until the caretaker has returned to lock it up.

Ensure that all areas hired are left clean and tidy and that:

- **Table surfaces are wiped clean and tables stacked neatly in the store provided.**
- **Chairs are cleaned and stacked neatly in the store provided.**
- **Floors are swept and any dirt and spillages cleaned and mopped up.**
- **Toilets and wash basins are checked and left clean and with the taps turned off.**

Ensure that all rubbish is bagged and legally disposed of. (There is a bin on site).

Ensure that all windows and doors are left secure, lights are switched off and the access door is left locked, unless instructed otherwise.

Ensure there is no damage allowed to occur to the grounds (for example by allowing vehicles to drive on the grass when soft or littering in the car park)

Ensure the minimum of noise is made on arrival or departure.

****Ensure that the booked times have allowed sufficient time for setting up and clearing up after the event.**

****NB: It is a condition of hire that an additional charge will be made if the hall is not vacated by the agreed close of the hire period.**

HIRERS PLEASE NOTE THAT THIS BUILDING IS A NO SMOKING AREA AND THAT SMOKING IS PROHIBITED IN ALL AREAS. THERE IS A DISPOSAL BIN FOR CIGARETTE BUTTS AND OUTSIDE SMOKING AREA TO THE LEFT OF THE MAIN DOOR BUT IT IS THE HIRERS RESPONSIBILITY TO ENSURE THAT THE FLOOR IN THIS AREA IS NOT LITTERED WITH CIGARETTE ENDS.