

## STRENSALL & TOWTHORPE VILLAGE HALL

### CONDITIONS OF HIRE

1. The Management Committee reserves the right to refuse any application for hire.
2. The person named on the booking form is considered to be the Hirer.
3. The Hirer is responsible for all damage to the premises occurring during the in period of the hire or whilst persons are entering or leaving the premises in connection with the hire.
4. The Hirer will be responsible for the supervision and security of the premises, their fabric and the contents, for any damage caused and for the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking so as to avoid disturbing the neighbourhood by unreasonable noise.
5. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything which may endanger the premises.
6. The Hirer undertakes to manage and conduct the use of the premises during the period of letting so that nothing shall be done to injure the reputation of the Hall or to offend against any Statute, any regulations which will imperil any licence granted in respect of the Hall and the Hirer covenants to indemnify the Management Committee against all proper costs, charges and expenses, arising from any breach of this undertaking.
7. The building is licensed for public entertainment (music, singing and dancing). The Hirer must make their own arrangements for the any bar licence or other licence required.
8. The Hirer shall indemnify the Management Committee for any infringement of copyright which may occur during the hire.
9. The Hirer shall permit members of the Management Committee, the Caretaker or their agents to enter and view the Hall and the arrangements made for the proper supervision thereof.
10. The Management Committee shall not be responsible for any loss, damage or injury which may be incurred by or done or happen to any person or persons resorting to the premises during the hiring arising from any cause whatsoever or for any loss due to breakdown of machinery, failure of electricity, leakage of water, government restriction, or Act of God which may cause the Hall to temporarily be closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Management Committee against any claim which may arise out of the hiring in respect of such loss, damage or injury.
11. During entertainment there must be a staff of competent adult attendants present (all easily identifiable) who must have been specifically instructed in their duties in the event of fire or panic. A minimum of 1 Adult to every 8 children under 14 yrs old is required by Law.

(Please see notices detailing fire evacuation procedures placed near the fire exits.)

12. The person nominated to be in charge of an entertainment and the helpers must familiarise themselves with the fire exits from the hired room and the positioning of fire fighting equipment and alarm boxes. One of their number should be designated to supervise each fire exit in the event of a fire. The assembly point after an evacuation is on the hall car park.

13. The Hirer undertakes to:

- a. Ensure that noise both inside and outside the building is kept to a reasonable level and to reduce the level if asked to do so by a member of the Management Committee or the Caretaker.
- b. Ensure that the Emergency exit doors are kept closed whilst events are in progress.
- c. Remove all refuse in own supplied refuse bags and ensure rooms hired are left clean and tidy.
- d. Confine the sale of alcohol to the bar.
- e. Put out any required tables and chairs etc. and replace all items as found at the end of the hiring. For an additional Charge of £15 putting out and removing of tables and chairs can be arranged by notifying the Booking Secretary at the time of booking.

14. The Hirer must ensure that the total number of persons in each part of the building does not exceed the following limits:-

Main Hall 161 (with stage erected 132).

Function Room 77

Hampshire Room 33

The Management Committee requires a refundable deposit of £25.00 with each party booking. This deposit may be retained if there are any breakages or damage, or additional cleaning after the event is necessary.

15. Hirers of the premises are responsible for ensuring that they have adequate public liability insurance. A summary of our Hirers Public Liability Insurance Cover is available to be downloaded from our website.

#### WARNING - PLEASE NOTE

Fly-posting to advertise any event in this Hall is illegal and the organiser of any such event could be prosecuted. Any booking found to be advertised by fly-posting may be subject to immediate cancellation without notice.