**Strensall and 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 the Hirer.
3. The Hirer is responsible for all damage to the premises occurring during the 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, its fabric and contents, for any damage caused and for the behavior of persons using the premises, whatever their capacity. This includes proper supervision of car parking 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 hire 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 license 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 bar license or any other license 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 during the hire and that the arrangements are 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 room hires there must be adult persons present who have been specifically instructed in their duties in the event of fire or panic. By law a minimum of 1 Adult to every 8 children under 14yrs old is required

**(Fire Evacuation Procedures notices are placed near the fire exits)**

1. The person nominated to be in charge of an room hire and their helpers must familiarise themselves with the fire exits from the hired room(s) 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 or panic. The assembly point after an evacuation is on the hall car park.
2. The Hirer undertakes to:
	1. 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.
	2. Ensure Emergency exit doors are kept closed whilst events are in progress.
	3. Remove all refuse in own refuse bags and ensure rooms hired are left clean and tidy.
	4. Confine the sale of alcohol to the bar.
	5. Put out any required tables and chairs and replace all items, as shown on images in storerooms, at the end of the hiring

The Management Committee reserves the right to retain the deposit of £50 if there are any breakages or damage, or if additional cleaning is required

1. 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.
	* Function Room 77
	* Hampshire Room 33

1. Hirers of the premises are responsible for ensuring that they have adequate public liability insurance. A summary of our Hirer Public Liability Insurance Cover is available to be downloaded from our website.
2. The Hirer will provide at least 48 hours’ notice if a pre-arranged booking is cancelled otherwise the room hire charges will require to be paid unless there are extenuating circumstances.
3. Due to charges imposed by Strensall and Towthorpe Village Hall’s bank if payments are made by cash or cheque then a surcharge will be added to the room hire charge for room hire payments made after 1st November 2021.
4. Where bouncy castles or similar equipment are arranged by hirer’s for parties they must ensure the provider has adequate insurance in place for their equipment and the persons who use it.
5. The Hall does not hold a TV licence. You are not permitted to download or view any BBC programmes on iPlayer or live broadcasts on any channel on any device.

 **WARNING - PLEASE NOTE**

 Flyposting 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 flyposting may be subject to immediate cancellation without notice.