

Bourne End Village Hall

Conditions of Hire

For purposes of these conditions, the term 'Hirer' means an individual hirer or the authorised representative of an organisation in charge of the Hall. Premises means all the area and facilities within the boundaries of the Hall property.

1. Supervision

The hirer will, during the period of the hire or use of the Hall, be responsible for supervision of the premises, the fabric and the contents and the care and safety of those. The hirer will be responsible for the behaviour of all persons using the premises, including supervision of the car parking to avoid obstructing the highway.

The hirer will ensure consideration for the neighbours before, during and after the hire.

2. Purpose of the use of premises

The hirer will not use the premises except for the purpose described in the hiring letter and shall not sub hire or use for any unlawful purpose nor operate the hire in an unlawful way. Nothing shall be brought onto the premises that might endanger them or individuals using the Hall.

3. Licensing

If alcoholic liquor is to be sold in any fashion **the hirer** is responsible for obtaining the relevant licence and showing it to the booking secretary prior to the hire.

Nothing shall be done on the premises in contravention of the law relating to gambling, betting and lotteries.

4. General use of the Hall

The hirer shall, if preparing, selling or serving food observe all relevant food health and hygiene legislation and regulations.

The hirer will observe all conditions and regulations made in respect of the premises by the Fire Authority, the Local Authority and any Magistrates court.

Specifically:

- emergency exits must not be blocked nor kept open during the hire, except perhaps the door to the patio as befits the function. The swing doors at the entrance are part of the fire door arrangement. Entrance doors should be kept closed apart from entrance and exit.
- fire extinguishers must not be moved nor discharged without cause and the fire alarm must remain live.
- windows must be kept closed, other than in the kitchen for necessary ventilation.
- no tampering with the noise level equipment may take place.
- any large amplified music (eg disco or instruments) must be sited at the end of the hall nearest the fireplace and toilets.
- no animals (except guide dogs) may be brought into the Hall except by express agreement.

5. **Equipment brought in**
Any equipment brought by the hirer for use in the hire must be safe and in good working order and used in a safe manner without causing any damage to the Hall.
6. **Age of Hirer**
Any person hiring the Hall must be at least 21 years of age.
7. **Hirer's Indemnity**
The hirer will indemnify the committee for the cost of the repair of any damage done to any part of the property or its contents which may occur during the period of the hiring as a result of the hiring.
8. **Maximum numbers**
No more than 250 people maximum may be allowed into the Hall, at any one time.
9. **Arrival and Departure**
The hirer shall ensure that minimum noise is made on arrival and departure of those involved in the hiring.
10. **Committee Indemnity**
The Hall Management Committee are unable to accept any liability for loss or damage to any vehicles or equipment brought onto the property, howsoever caused.

The Committee are also unable to accept any liability for losses or damage to individuals or their property caused by the Hire or being brought onto the property for the Hire.

Hirers are advised to consider obtaining insurance as befits their function.
11. **Cancellation**
If the hirer wishes to cancel the booking before the date of the event and a replacement booking cannot be obtained, the question of the payment or repayment of fee and deposit shall be at the discretion of the committee.

Exceptionally, the Hall may be required for a voting station, or by the church at short notice if their premises become unavailable. The Committee reserve the right to cancel any hire for these reasons with a minimum of 30 days' notice and a refund of fees and deposits.
12. **End of Hire**
The hirer shall leave the Hall and surrounds in a tidy and clean condition, removing all rubbish to the relevant container. All lights, heating and equipment shall be turned off (except water and heating gas and electric supply and fire alarms). The premises shall be locked and keys returned.
13. **Deposit**
A deposit of £150 will be charged against breakages, loss or damage for certain events. Should any additional cleaning be required post-event the cost will be deducted from the deposit.

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