

TREGONY VILLAGE HALL

TERM AND CONDITIONS OF HIRE.

These terms and conditions of hire apply to all hirers of Tregony Village Hall. If the hirer is in any doubt as to the meaning of the following, the Booking Clerk should be consulted

Premises shall from here after include the hall and the outside surrounding grounds.

Hirer shall mean an individual or where the hirer is an organisation, the authorised representative.

These conditions prohibit the hire of the hall to any individual less than 18 years of age. Any one making a booking on behalf of someone under 18 must be aware of the responsibilities for which they may be liable. A verbal booking may be (at the Booking Clerks discretion) confirmed with the total hiring fee plus a 50% holding fee at the time of booking. The holding fee will be returned after the hall has been inspected by the Care Taker and it has been deemed that there is no damage to the premises and the hall has been left clean and tidy

Supervision The Hirer shall during the period of hire be responsible for the supervision of the premises, the care of the fabric and the contents; safety from damage however slight and the behaviour of all persons using the premises.

The maximum seating capacity in rows is 150 and the maximum seating capacity around tables is 110. For dancing with chairs around the perimeter of the hall, 220, and the Ringrose Room 30

Use of Premises The Hirer will collect the keys from and return them to the Booking Clerk /Care Taker and is responsible for opening and locking the hall after use. The Hirer shall not use the premises for any purpose other than that described in the agreement and signed by the hirer and shall not sub-let or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies.

Indemnity The Hirer is liable for all costs of repair following damage to any part of the premises, including the structure or contents of the Village Hall.

The Hirer shall take out adequate insurance to insure the Hirer, members of the Hirers organisation and guests, against all claims arising as a result of negligence or damage to the hall.

The Tregony Village Hall Committee is insured against any claims arising out of its own negligence.

Stored Equipment Tregony Village Hall Committee accepts no responsibility for any stored equipment or property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

Alterations No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without approval of the Booking Clerk or the Committee and these must be removed at the end of the hiring agreement.

Accidents and Dangerous Occurrences The Hirer must report all accidents involving injury to the public to the Booking Clerk / Care Taker as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Booking Clerk will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulation 1995 (RIDDOR)

Any failure of Village Hall equipment should be reported to the Booking Clerk / Care Taker as soon as possible.

Licences The Hall does not have an alcohol licence. Therefore the Hirer must consult with the Booking Clerk at the time of booking as to how to proceed, and be aware of their liabilities. The Hirer is requested to ensure that all hall users exit the hall and the vicinity of the hall quietly particularly at night.

Sale of Goods The Hirer shall if selling goods on the premises comply with Fair Trading Laws and be

aware of their liabilities.

Noise The Hirer shall ensure that the minimum level of noise is made on arrival, during the hiring period and departure, particularly late at night and early in the morning. To comply with the Public Entertainment Licence all music must cease at 12 mid night

Gaming, Betting and Lotteries The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and the lotteries.

Health and Hygiene The Hirer shall, if preparing, serving or selling food, observe all the relevant Food Health and Hygiene Legislation and Regulations. The Village Hall Committee except no responsibility. The Hirer shall ensure that all the hirer's invitees comply with the regulations of the Health Act 2006 prohibiting smoking in public places. Any person who breaches this provision must be asked to leave the building immediately. If the hall, kitchen or toilets are not clean at commencement of hire, the hirer should inform the Booking Clerk / Care Taker immediately.

Electrical Appliance Safety The Hirer shall ensure that any electrical appliances brought into the premises and used by them are in safe, good working order and used in a safe manner.

Public Safety Compliance The Hirer shall comply with all conditions and regulation made in respect of the premises by the Fire Authority, Local Authority and Local Magistrate Court, particularly in connection with any event which includes public dancing or music or other similar public entertainment. A fire risk assessment has been carried out by The Village Hall Committee. A new fire risk by the hirer either as a source of ignition e.g. the lighting of candles, or other flammable materials e.g. solvents, paper hangings, must be accompanied by a risk assessment carried out by the Hirer. **All Hirers must make the public aware of safety requirements i.e. Location of the fire doors at the commencement of events.**

End of Hire Period Before leaving, the hirer must sweep the floor, tidy all rubbish and dirt away and leave the hall in a condition fit for the next user. Hirers of the committee room must leave it tidy and clean. Toilets must be left clean and tidy. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and all lights turned off with the premises being properly locked and secured including the fire exits unless directed otherwise by the Booking Clerk / Care Taker. Any contents temporarily removed from their usual position must be properly returned to their original place.

No Rights The Agreement to Hire constitutes permission only to use the premises and confers no tenancy or other rights of occupation on the Hirer

Booking Clerk/Caretaker: Mrs Carol Hobbs & Mr Clive Hobbs
1 Roseland Crescent
Tregony
TR2 5SA

Telephone No 01872530429

24/03/2017