

**Please be aware that the Premises are a non-smoking area.**

## 1 Bookings

The hall may be booked for recurring or single lettings. Hall hire is charged by the hour. The specified rates cover use of the Hall, the kitchen, car park and toilets (the Premises).

The Hirer shall 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

- a) endanger the same or render invalid any insurance policies in respect thereof, or
- b) cause complaint found or unfound for breach of statute, e.g. noise or Public Health.

Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the Hirer must be present throughout the hire.

Hirers must have relevant Public Liability Insurance as a condition of the booking.

No charge is usually made for cleaning provided that all facilities are left clean, tidy and in good repair, including the toilets (as well as cooker and refrigerator if used). Any breakages / damage / mal-function must be reported to the Bookings Secretary by phone or email on [bookings@nwvh.org.uk](mailto:bookings@nwvh.org.uk). Any costs incurred due to breakages, poor cleaning, failure to replace furniture etc. will be passed on to the Hirer.

No apparatus or equipment of any description can be left on the Premises without the prior consent of the Management Committee. Anything that is left in the Premises, with or without consent, is left at the Hirers risk.

## 2 Charges

The hall is bookable by the hour and must include setup and clear up times. The keys are collected at the beginning of the hire from Mrs Cameron, 11 Queens Road, North Warnborough (tel. 01256 703151) [opposite the hall, bungalow on left hand side]. The key must be returned to Mrs Cameron immediately after the hire.

Regular hirers will be invoiced monthly in arrears. Single lettings are payable in advance and Hirers will be sent an invoice.

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 repayment of the fee shall be subject to a booking fee being retained of up to 100% of the charge paid depending upon the length of notice given.

### 3 Cancellations

The Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government or by-election or for any other emergency, in which case the Hirer shall be entitled to a refund of any deposit already paid.

In the event of the Hall or any part being deemed unfit by the committee for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damage.

### 4 General Hiring Conditions

Responsibility for the Premises and the key rests with the hirer during the period of access to the Premises. The Premises must not be accessed outside the agreed hire period and must be vacated promptly at the end of the hire.

The Management Committee reserves the right to enter the Premises at any time during an event and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the Premises or the impropriety of use.

Responsibility for the use and safety of electrical equipment (and/or other equipment specified at the time of booking) brought on to the Premises by the Hirer rests entirely with the Hirer. Any such electrical equipment must have passed the necessary PAT tests and certificates must be produced on request.

Public Liability insurance cover must exist for such equipment. Without adequate insurance cover such equipment must not be used. Hirers may be asked to remove such equipment from the Premises.

### 5 Music and Entertainment

The hall holds the appropriate licences for Public Entertainment. Music must cease by 11 p.m. and all music must be kept to a suitable level to avoid disturbance of neighbours. Hirers should ensure that they have proper insurance for any equipment used in the hall, to include any damage caused by them to the Hall and its users.

Children shall be restricted from viewing age-restricted films classified according to the recommendation of the British Board of Film Classification. Performances involving danger to the public or of a sexually explicit nature shall not be given.

## 6 Health & Safety

The Hirer is responsible for ensuring a suitable risk assessment is in place for their purposes.

It is the responsibility of Hirers and users to ensure that they are aware of the current Health & Safety at Work Act and any similar legislation and to take reasonable precautions to ensure that their activities are carried out in a responsible way. A condition of the booking is that the Hirer has familiarised themselves with the Health & Safety policy on the website.

For your convenience the following items are held on site in the main kitchen;

1. A copy of the Village Hall Health & Safety Policy
2. The First Aid Kit. If this used please notify the delegated Committee member so that we can replenish the kit.
3. Contact details of the delegated Committee members
4. Accident Report Forms

If there is an accident or incident then an Accident Report Form should be completed, signed, and returned to the delegated Committee member.

## 7 Fire Precautions

1. Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, 'break glass' fire alarms, emergency exits and the importance of fire doors.
2. **Hirers will be responsible for informing all those using the Hall of the position of the emergency exits.** Hirers must also familiarise themselves with the instructions on what to do in case of fire. Instructions are displayed on the notice board in the hall.
3. Fireworks and candles are not allowed, either for internal or external use with the exception of birthday cake candles.

## 8 Access for all

There is access into the building for wheelchair users and two designated lavatories. Assistance dogs are welcome in the village hall.

## 9 Parking

All parking is at their own risk and that the Management Committee is not liable for any damage to persons or vehicles. Vehicles should only be parked in the designated parking bays.

## 10 Alcohol Licence

It is the Hirers responsibility to ensure that they have complied with the legislation with regard to alcohol licensing. Alcohol consumption by persons under age must not be permitted.

If for any reason alcohol is being sold without a licence or permission to sell alcohol has not been given when the booking was made or there are signs of alcohol related behaviour, any member of the Management Committee can close the event immediately.

No licence is needed for free alcohol.

## 11 Food Safety

It is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by all legal requirements. The Management Committee is not responsible for any food brought into the hall.

## 12 Supervision

Hirers are responsible for adequate supervision of all users on the Premises and must ensure that fire exits and access to them are kept clear at all times.

The Hirer is responsible for the safety of all users at all times.

### 13 CHECKLIST FOR HIRERS OF NORTH WARNBOROUGH VILLAGE HALL

In order that the Hall can be kept in good condition for all, would Hirers please do the following at the end of each hire:

1. Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. (cleaning equipment will be found in the kitchen).
2. Make sure tables are clean before being put away, and put away tables and chairs where you found them.
3. Check that all taps in the toilets and kitchen are turned off, make sure the toilets are clean, that the refrigerator is empty and clean if you have used it and any cups, plates, etc that you have used are washed, dried and put away.
4. Check that the cooker has been turned off – including the oven.
5. Use the big bags provided to dispose of rubbish in the outside bin and recycling in the appropriate container. Any rubbish that exceeds the capacity of the outside bin must be removed by the hirer.
6. When you leave, check that all fire doors and kitchen hatch shutters are closed.
7. Switch off all the lights you have put on.
8. Lock the outer doors.
9. Return the key to Mrs Cameron, 11 Queens Road, North Warnborough (tel. 01256 703151) [opposite the hall, bungalow on left hand side].

**Your deposit will be forfeited if the Conditions of Hire have not been met.**

Thank you for your co-operation.