

The term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. **Supervision.** THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of the car parking arrangements so as to avoid obstruction. A responsible adult (over 21 years) must be present throughout the period of hiring.
2. **Use of Premises.** THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement. The HIRER shall not sub-let or use the premises for any unlawful purpose, or in any unlawful way, or do anything or bring onto the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof nor allow the sale of alcohol thereon without a licence.
3. **Licences.** THE HIRER shall be responsible for complying with the legal conditions for the sale of alcohol which occurs on the premises. **It will be necessary for hirers selling alcohol to name a Designated Premises Supervisor to be responsible for the control of alcohol sales. Under no circumstances is alcohol to be supplied to anyone under the age of 18 years.**
4. **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 lotteries.
5. **Public Safety Compliance.** THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.
6. **Food Safety:** THE HIRER shall, if preparing, serving or selling food, observe all relevant food safety and hygiene legislation and regulations which can be found in the kitchen.
7. **Electrical Appliance Safety.** THE HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL, the hirer must make use of it in the interests of public safety.
8. **Indemnity.** THE HIRER shall indemnify Village Hall Management Committee for the cost of repair of any damage done to any part of the property, including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using The Village Hall.
9. **Accidents and Dangerous Occurrences.** THE HIRER must report all accidents involving injury to the public to a member of Village Hall Management Committee as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer or element of the facility must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form (obtainable from the hall representative) to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) 2013.
10. **Kitchen Safety.** THE HIRER shall ensure that no animals or children under 16 whatsoever enter the kitchen at any time.
11. **Child Protection:** THE HIRER shall ensure any activity for children complies with the Village Hall Safe Guarding Policy and relevant Child Protection Legislation.
12. **Sale of Goods.** THE HIRER shall, if selling foods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organisers' name and address and that any discounts offered are based only on manufacturer's Recommended Retail prices.
13. **Cancellation.** If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall. The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of: (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election (b) the Village Hall Management Committee reasonably considering that (i) such hiring will lead to breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring (c) the premises becoming unfit for the use intended by the Hirer (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters. In such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
14. **End of Hire.** THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise Village Hall Management Committee shall be at liberty to make an additional charge. It is assumed that The HIRER will have an additional hour over and above their stated time to set up and clear down before and after their function.
15. **Noise.** THE HIRER shall ensure that the minimum of noise is made on arrival and departure and all doors and windows are kept closed after 9pm.
16. **Notice Board.** Village organisations are welcome to place notices of forthcoming Village Hall events on the Notice Board in the entrance area. Please remove when the event is over. The Management Committee reserves the right to remove notices. Nothing should be fixed to Walls or Doors without permission. Please do not cover any Management Committee Notices as these are required by law. If there is no space, contact any member of the Management Committee
17. **Heating:** The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable liquefied propane gas (LPG) heating appliances shall not be used inside.
18. **Rubbish and Recycling:** Please try to recycle as much as possible. Some recycling bins are available on site or you could take recyclables home. Rubbish collection facilities on site are of limited size. Hirers producing more than 500liters of waste will incur an extra charge of £10 per 1000liters.