

THE VILLAGE HALL at MINTING

HIRE AGREEMENT

HIRER:

Name of individual / Organisation* Representative (If applicable)

Address Tel. No.....

Purpose of hire.....

Date of hire Start time Finish time Hiring fee.....

*Delete as applicable

CONDITIONS OF HIRE

1. The Hirer shall, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care and safety from damage, however slight, or change of any sort. The Hirer shall also be responsible for the behaviour of all persons using the premises, whatever their capacity, including proper supervision of the car parking arrangements so as to avoid obstruction of the highway and /or access for the Emergency Services.
2. The Hirer 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 anything onto the premises which may endanger the same or any insurance policies in respect thereof.
3. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
4. The Hirer shall indemnify the Committee for the cost of repair of any damages done to any part of the property, including the curtilage thereof, or the contents of the building which may occur during the period of hire as a result of the hiring.
5. 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 matter of payment or repayment of the fee shall be at the discretion of the Committee.
6. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Any contents temporarily removed from their usual positions, must be properly replaced, otherwise the Committee shall be at liberty to make an additional charge. If breakages or damage does occur, the Hirer must inform the Committee as soon as possible.
7. 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 election or By-Election, in which case the Hirer shall be entitled to any fee already paid.
8. The Hirer must conduct their own Health and Safety Assessment in accordance with the Management of Health and Safety at Work Regulation 1999. All conditions attached to the granting of the Premises Licence under the Licensing Act 2003, and any residual conditions attaching to any existing Public Entertainment Licence pending implementation of the Licensing Act 2003 must be strictly observed.
9. The Committee shall not be responsible for any loss or any damage to any property arising out of the hiring, nor for any loss, damage or injury which may be incurred by or be done or happen to any person using the hall during the hiring arising from any cause whatsoever.
10. In the event of the hall or any part thereof being rendered unfit for the use of which it has been hired the Committee shall not be liable to the Hirer for any consequential loss or damage whatsoever, under such circumstances any deposit paid shall be refunded.
11. The insurance policy held by the Committee does not extend to the property of the Hirer or any third party, and the Hirer therefore is responsible for any property brought onto the premises during or in connection with the hiring.
12. Smoke machines are NOT permitted on the premises as they can activate the fire alarm system within the hall, with this in mind no decorations or other articles may be fixed to the walls, floors or ceilings of the hall without the prior consent of the Committee.
13. No animals except trained guide dogs for the blind may be brought into the hall.

14. The hirer shall ensure that the number of people on the premises does not exceed the number permitted under the Premises / Public Entertainment Licence granted in respect of the premises, namely :- 125 seated or 250 empty of furniture.
15. The Hirer shall ensure that dancing and music ceases at the time specified by the Public Entertainment / Premises Licence, granted by East Lindsey District Council unless the Committee has obtained a Temporary Event Notice agreeing to an extension, in which case the hirer shall be liable to pay the Council's fee for the issue of such notice.
16. The Hirer shall ensure that all exits from the premises are kept free from obstruction and are immediately available for instant free public egress. All emergency exit signs shall remain switched on during the whole of the time the premises are occupied.
17. The Hirer shall ensure that the Fire Brigade are called to any outbreak of fire however slight and details thereof shall be given to the Committee.
18. The Hirer shall ensure that performances involving danger to the public shall not be given. Highly flammable substances shall not be brought into or used in any part of the premises. No unauthorised heating appliance shall be used on the premises when open to the public without the consent of the Committee. No internal decorations of a combustible nature shall be erected.
19. The Hirer shall ensure that the minimum of noise shall be made on arrival and departure, particularly late at night. The use of fireworks is not permitted.
20. Drunk or disorderly behaviour shall not be permitted either on the premises or its immediate vicinity. No illegal drugs maybe brought onto the premises.
21. The Hirer shall be entitled to use the kitchen area and all facilities contained therein.
22. On vacation of the premises at the completion of the hiring the Hirer undertakes to ensure that premises are secured by operation of the Yale latch when closing the main door.
23. The Hirer agrees with the committee to observe and perform the provision and stipulations contained or referred to in the Committee's Conditions of Hire. The signature of the Hirer acknowledges an understanding of all the conditions contained herein.

CONDITIONS ATTACHED TO THE SUPPLY OF ALCOHOL

1. The licensing hours will be as specified in the Premises Licence granted by East Lindsey District Council in accordance with the Licensing Act 2003.
2. In connection with the sale of alcohol the Authorities are particularly concerned with underage drinking. It is important that prospective hirers are aware that the law refers to the sale of alcohol at private parties in exactly the same way as any other supply of alcohol.
3. Alcohol may NOT be sold to anyone under the age of 18, NOR to may it be sold to any other person for consumption by persons under the age of 18.
4. The Committee takes it's responsibilities seriously and will not make the bar available for functions / parties where the predominance of attendees is likely to be below the age of 18.
5. It is the policy of the Committee to ask for evidence of age from anybody that looks less than 18. It is therefore important that attendees at parties / functions have such evidence when asked, otherwise service will be refused.
6. Hirers wishing to book use of the bar are signing below to acknowledge their understanding and acceptance of these terms in addition to all other conditions of hire.

Signed by or on behalf of the hirer Print name Date.....

Signed on behalf of Committee by..... Print name..... Date.....

Fees are payable before or immediately on completion of hiring

THE VILLAGE HALL at MINTING booking secretary: