**Standard conditions of hire**

**Age**

The Hirer, not being a person under 18 years of age accepts responsibility for being in charge of and on the premises at all times.

**Supervision**

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, behaviour of all persons using the premises. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

**Public safety compliance**

The Hirershall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall’s Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the hall’s health and safety policy. (available on the website and the hall notice board)

The Hirer should acquaint themselves with :-

* the action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall
* the location and use of fire equipment
* escape routes and the need to keep them clear and immediately available for instant free public exit
* method of operation of escape door fastenings
* appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire

**Electrical appliance safety**

The Hirershall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner.

**Insurance and indemnity**

The Hirershall be liable for: and may wish to insure for the following:

* the cost of repair of any damage
* all claims, losses, damages and costs made against or incurred by the village hall management committee in respect of damage or loss of property or injury to persons arising as a result of the use of the premises
* all claims, losses, damages and costs made against or incurred by the village hall management committee as a result of any nuisance caused to a third party

**Accidents and dangerous occurrences**

The Hirer must report all accidents to the village hall booking secretary.

**Flammable substances**

The hirer shall ensure that:

* flammable substances are not brought into, or used in any part of the premises unless they are used under the products use instructions.
* no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters
* no naked flames unless they are contained or covered by a risk assessment

**Ladders**

The Hirer is responsible for their own risk assessment when using the Hyde Heath Village Hall’s Ladders.

**Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises.

**Drunk and disorderly behaviour and supply of illegal drugs**

Drunk and disorderly behaviour shall not be tolerated. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises forthwith. No illegal drugs may be brought onto the premises.

**Animals**

The Hirer shall ensure that no animals (including birds) are brought into the premises except:

* assistance dogs
* animals that are under control and used for demonstration/education

No animals whatsoever are to enter the kitchen area at any time.

**Noise and Nuisance**

The Hirer shall ensure that the noise within the hall and in the forecourt area causes no nuisance to the halls neighbours during the hire.

**Cancellation**

Ifthe Hirer wishes to cancel the booking they may do so by giving **four weeks** notice. to the bookings secretary otherwise if the hirer wishes to cancel 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:

1. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
2. the Village Hall management committee reasonably considering that (i) such hiring will lead to a 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

**Stored equipment**

The village hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises.

**No alterations**

No permanent alterations or additions may be made to the premises.

**No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

**Smoking**

Smoking is not allowed in any part of the hall.

**Attendees**

The total number of people permitted in the body of the hall is 150 standing or 100 seated.

**Security and vacating the hall at the end of a hire**

The hirer must ensure that the all parts of the hall are left clean and all water heaters and lights turned off. All doors must be secure and the front doors bolted and locked.

**Forfeit of deposit**

Any damages to the hall or extra cleaning after a hire may result in part or total loss of the hire deposit.

Please also refer to the Information to Hirers document.

**Safeguarding**

Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are

only provided by fit and proper persons in accordance with the Children Act 1989 and

2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

When requested, you must provide us with a copy of your Safeguarding Policy and

evidence that you have carried out relevant checks through the Disclosure and Barring

Service (DBS). All reasonable steps must be taken to prevent harm, and to respond

appropriately when harm does occur. Relevant concerns must be reported.

**Equality - The Code of Conduct**

1. People will be treated with dignity and respect regardless of the

group to which they belong.

2. People’s feelings and views will be valued and respected. Language

or humour that people find offensive will not be used or tolerated, e.g.

racist jokes or derogatory terminology.

3. No one will be harassed, abused or intimidated on the grounds that

they belong to a vulnerable group. Incidents of harassment will be

taken seriously and the committee will undertake investigations of any

complaints quickly, impartially, thoroughly and confidentially