

# HOVINGHAM VILLAGE HALL HIRE – Terms and Conditions

www.hovingham-village-hall.org.uk

Main Street, Hovingham, North Yorkshire YO624LF

1. The Hirer will, during the period of hiring, be responsible for the supervision of the premises and the immediate surroundings, the fabric and the contents and for the supervision of all persons using the Village Hall, including supervision of the car parking arrangements so as to avoid obstruction to the highway.
2. The Hirer will be liable for and indemnify the Village Hall Committee against i) the cost of repair of any damage done to any part of the Village Hall or its contents and ii) all claims made against the Village Hall Committee arising out of the Hirer's use of the Village Hall.
3. The Hirer will not allow the maximum number of people per room including the organisers/performers to exceed the following limits:

Main Hall and Community Room	192 persons
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4. The Hirer will ensure that any licence required for an event/activity has been obtained and complied with. If relevant, the Hirer agrees to comply with all of the conditions imposed by the Village Hall's Premises Licence. In particular, the Hirer agrees to abide by the time restrictions for licensable activities which are as follows:

Activity	Times for which activity is Licensed	Notes
The performance of plays	Monday to Sunday 19.00- 23.00	Maximum occupancy for all events 192
The exhibition of films	Monday to Sunday 19.00 – 23.00	Admission of under 18's to be restricted in accordance with British Board of Film Classification.
The performance of live music	Monday to Sunday 19.00 – 23.00	Door supervisors must be licensed by the Security Industry Authority During performance of Music and Dance, doors and windows must be kept closed
The playing of recorded music	Monday to Sunday 19.00 – 23.00	During performance of Music and Dance, doors and windows must be kept closed
The sale of alcohol	Every Day 12.00-23.30	Note – need to enforce u18 policy and other restrictions.

5. The Hirer will only use the Village Hall for the event/activity described in the Hire agreement and will not use the premises for any unlawful purpose.
6. The Hirer shall ensure that nothing is done on or in relation to the Village Hall in contravention of the law relating to gaming, betting and lotteries.
7. The Hirer will read and follow all notices relating to fire safety in the Village Hall and will ensure the following:
  - All fire exits are unlocked and all escape routes are free of obstruction
  - No fire doors are wedged open.
  - There are no obvious fire hazards on the premises.
  - Users are advised that the **Fire Muster Point** is on the green opposite to the Village Hall
8. The Hirer will not bring to and use in the Village Hall any electrical appliances without informing the Booking Secretary.
9. No open fires, petrol, gas or spirit stoves or flammable items shall be brought into or used in any part of the Hall. Candles must be used in a responsible manner. Fireworks may only be used with the prior knowledge and consent of the Bookings Secretary
10. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
11. The Hirer will immediately record any accident or injury, however slight, in an **The Accident Report Book** (available in the right hand drawer in the Kitchen) and inform the Booking Secretary).
12. The Hirer shall, if selling goods at the Village Hall, comply with Fair Trading Laws and any code of practice used in connection with such sales.
13. The Hirer shall ensure that the prohibition on smoking in the Village Hall is complied with.

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14. The Hirer shall ensure that the minimum of noise possible is made on arrival and departure, particularly late at night and early in the morning.
15. No alterations or additions are to be made to the Village Hall and nothing is to be attached to the walls or any other part without express permission of the Booking Secretary.
16. No stiletto heels are to be worn in the main hall.
17. The Hirer will use electricity, water and heating only as necessary and will also make use of the recycling bins as appropriate.
18. The Hirer shall be responsible for leaving the Village Hall 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. All electrical appliances are to be turned off (except the fridge) and all taps to be turned off.
19. If the Hirer wishes to cancel the booking within 7 days of the period of hire and the Village Hall Committee is unable to conclude a replacement booking, the 50% deposit paid at time of the booking will not be repayable.
20. The Hirer familiarise themselves with the User Guide which will be sent to them with the confirmation, and will comply with all instructions in that Guide. The Hirer will also follow any additional instructions given by notice in the Village Hall and/or by any Committee Member.
21. The Village Hall Committee reserves the right to cancel this hiring 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 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
  - (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 any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.