

These conditions of hire should be read in conjunction with Skirmett Village Hall Health and Safety Policy & Guidelines.

**1. SUPERVISION**

The Hirer (being 18 years or over) shall, 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. The Hirer shall make good or pay for all damage at replacement cost (including accidental damage) to the premises or to the fixtures, fittings, sound system or contents and for loss of contents.

**2. USE OF PREMISES**

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire.

The Hirer hereby by accepts responsibility for being in charge of and being on the premises at all times (via authorised representative, if appropriate) and for the actions of all persons on the premises during the period of Hiring and for ensuring that all conditions of the Public Entertainment and other licenses relating to management and supervision of the premises are met.

**3. LICENSES**

The Village Hall holds a license with the Performing Right Society (PRS) covering the live performance of copyright music in any form.

If other licenses are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant license including such licenses as may be needed for the sale or supply of alcohol. Contact Wycombe District Council at 01494 461 000. A copy of said license must be shown to the Booking Manager at least one week before the event and displayed inside the hall.

**4. CAR PARKING**

The hall does not have its own car parking facilities. It is possible to park outside the door of the hall to **make deliveries only** and care should be taken not to block the road for neighbours. Parking is permitted on the Valley Road (all vehicles should be parked on **one side only**) and care must be taken not to block the road for emergency vehicles to pass.

**5. NOISE**

The noise level at all times must be acceptable and neighbors considered. Volume of all amplified music including Discos and Live Bands will be monitored and where necessary reduced by request from a management committee member.

**6. NORMAL HOURS**

The hall is available for hire from 8 am – 10:30 pm, 7 days a week. Music must stop at 10 pm with the hall vacated by 11.00pm.

**7. PUBLIC SAFETY COMPLIANCE**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority and Local Authority or otherwise, particularly in connection with any event, which constitutes regulated entertainment, at which alcohol is sold or provided or which are attended by children.

- (a) The Hirer must ensure that they are fully conversant with the following:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall. The Fire Evacuation Plan is located next to fire extinguisher at the double doors
  - The location and use of fire equipment
  - Escape routes and the need to keep them clear.
  - 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 (see Fire Evacuation Plan).
- (b) In advance of using the Hirer shall check the following items:
- That all fire exits are unlocked.
  - That all escape routes are free of obstruction and can be safely used.
  - That any fire doors are not wedged open.
  - That exit signs are illuminated.
  - That there are no obvious fire hazards on the premises.
  - The number of people on the premises shall not exceed 65 Standing or 56 seated.

## **8. ACCIDENTS AND DANGEROUS OCCURRENCES**

The Hirer must report all accidents involving injury to any person to the Skirmett Village Hall Booking Manager as soon as possible and complete the relevant section in the Village Hall's Accident Book. Any failure of equipment belonging to the hall must be reported to the Booking Manager.

## **9. HEATING/ELECTRICITY SYSTEM**

The Storage Heating system and overhead lights are included in the Hiring Rental. The Hirer shall ensure that no unauthorized 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. The Booking Manager will explain how the system works. All additional heaters and electric sockets are connected to the coin-operated meter beside the front door which uses 1£ coins. PLEASE DO NOT ADJUST THE CONTROLS ON THE STORAGE HEATERS.

## **10. ANIMALS**

The Hirer shall ensure that no animals except guide dogs are brought into the premises, other than for a special event agreed to in advance by the Management Committee. No animals whatsoever are to enter the kitchen at any time.

## **11. CANCELLATION**

If the Hirer wishes to cancel the booking before the date of the event and the Management Committee is unable to obtain a replacement booking, the question of the payment of the fees shall be at the discretion of the Management Committee, charging all or part of any fee as deemed appropriate depending on notification period. The normal Schedule of Cancellation charges is as follows:

- 14+ Days in advance = Nil charge
- 7 – 13 Days in advance = 50% of Fee
- 48 Hours in advance = 90% of Fee
- Less than 48 Hours in advance = 100% of Fee

The Management Committee 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 or Referendum ordered by statute
- (b) The Management Committee reasonably considering that:
- (i) such hiring leading to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - (ii) unlawful or unsuitable activities will take place on the premises as a result of this hiring
- (c) The premises becoming unfit for the use intended by the Hirer, including, but not limited to, Hall repair or refurbishment.
- (d) An emergency requiring use of the premises.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Management Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**12. EQUIPMENT**

The Hirer shall be responsible for setting up the hall and returning the hall to its original condition after the event. A request for assistance in setting up the hall can be made to the Booking Manager whose time will be charged at £15 per hour (minimum charge being £15). **Please note that setting up and clearing the hall must be included within the Hire times.**

The hall and any equipment such as the oven must be left in a clean state. Any extraordinary cleaning required after an event will be charged at cost + 50%. If any assistance is required please ask the Booking Manager in advance.

The use of all equipment, including Tables, Chairs, Chair Transport Dollies, the Ladder and Electrical Appliances shall be at the hirer's own risk.

Hall electrical appliances are PAT tested. Use of the Hirer's own electrical equipment is at the responsibility of the Hirer. The Hall is not responsible for use of the Hirer's equipment, which is not PAT tested.

**13. STORED EQUIPMENT**

The Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than authorized stored equipment) must be removed at the end of each hiring or fees (minimum of £10 per day) will be charged for each day or part of a day at the hire fee until the same is removed.

The Management Committee may, at its discretion in respect of any other property brought on to the premises remove the same within 14 days after the hiring, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

**14 ALTERATIONS/FIXINGS**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises, other than to the hooks provided, without the prior written approval of the Management Committee. Any alteration, fixture or fitting or attachment so approved, shall at the discretion of the Management Committee, remain in the premises at the end of the hiring and become the property of the Village Hall or be removed by the Hirer who must make good to the satisfaction of the Management Committee any damage caused to the premises by such removal.

**15. CHARGES**

Please refer to the latest price list on the website. Prices will be those at time of booking. Any over runs will be charged at a full hour.

Please note that the full hire fee for Weddings and Large Parties is payable in advance. In addition, a £100 refundable deposit will be required in case of any damage/breakages or extraordinary cleaning.

**16. NO RIGHTS**

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

**17. HIRERS INDEMNITY**

The Hirer shall indemnify the Village Hall Committee members, volunteers and trustees against the cost of repair of damage and claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.