

Stourton Caundle Village Hall

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, being 18 years of age or older, hereby accept responsibility for being in charge of and for remaining on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises and its contents;
- (ii) care of the premises, safety from damage however slight or change of any sort;
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the adjoining road;
- (iv) ensuring all persons are informed of the emergency exits as soon as possible, and that a map is on the wall of the entrance hall.
- (v) ensuring alcohol is not sold or supplied to anyone aged under 18;
- (vi) ensuring the maximum number of people on the premises does not exceed 140; and
- (vii) ensuring the emergency exit at the west end of the building is used only in emergencies, and all exits are kept clear of obstructions.

3. Use of premises

You must not use the premises (including the car park) for any unlawful or unsuitable purpose and must not sub-hire the premises.

You must ensure that highly flammable substances are not brought into, or used in any part of the premises; and no internal decorations of a combustible nature (eg polystyrene, cotton wool) are erected without our consent.

No animals, except disability support dogs, should be brought into the Hall without prior agreement.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises or its contents;
 - (b) all claims, losses, damages and costs made against or incurred by us, our volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment); and
 - (c) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service.
- (ii) Where we do not insure the liabilities described, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Bookings Officer.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music

You must have our written permission for performance of live music under the Deregulation Act 2015. This Agreement confers that permission. We hold the relevant Performing Right Society (PRS) licence. If you wish to play recorded music, you must hold a Phonographic Performance Licence (PPL).

7. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you.

8. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with 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).

9. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our 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. You must also comply with our Health and Safety policy which is published for your reference on our website.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Bookings Officer.

10. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

11. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour no one attending the event consumes excessive amounts of alcohol and no illegal drugs are brought onto the premises.

12. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

13. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

14. Stored equipment

We accept 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 stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

15. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. Smoking outside the emergency exit is expressly forbidden as it is privately owned.

16. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book.

17. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

18. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, retain the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election; our reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring; or the premises becoming unfit for your intended use.

19. End of hire

You are 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 we may make an additional charge.

20. No alterations

You must not make any alterations or additions to the premises, nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring.

21. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

I agree to abide by these Standard Conditions: Signed:

Name:

Date: