

BARBY VILLAGE HALL

Hiring Agreement

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

- 1) Hirer's Responsibility
 - a) The Hirer will, 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, including proper supervision of the car-parking arrangements so as to avoid obstruction of the highway and any other rights of way.
 - b) At the end of hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge.
- 2) Use of Hall
 - a) The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and 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 onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
- 3) Licences
 - a) The Hirer shall be responsible for obtaining a temporary events notice (TEN) for the sale of alcohol, if necessary, and for the observance of any conditions of such licences.
 - b) The Hall does have a PRS for music and PPL licence.
 - c) It is the responsibility of the Hirer to ensure they comply with any other licensing regulations.
 - d) The Hall is licensed for a maximum of 200 people.
- 4) Gaming, Betting & Lotteries
 - a) The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- 5) Compliance with other conditions & regulations
 - a) The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which includes public dancing or music or other similar entertainment or stage plays. The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
- 6) Conduct
 - a) The Hirer shall not permit any disorderly conduct in the Hall or any exhibition, recitation, acting, singing or dancing which is of an obscene character or offensive.
 - b) Nothing shall be done that will endanger the safety of people in the hall or render invalid the policies of insurance to the hall or contents.
- 7) Electrical Appliances
 - a) The Hirer shall ensure that any electrical appliances brought onto the premises and used there shall be in good working order, and used in a safe manner.
- 8) Indemnity
 - a) The Hirer shall indemnify the committee for the cost of repair or replacement of any damage done to any part of the property (including the contents) which may occur during the period of the hiring as a result of the hiring. A deposit against all such damage shall be paid by all event hirers (with the exception of bona-fide organisations in Barby) at the time of booking. This deposit will be returned if no damage occurs.

9) Cancellation

- a) If the Hirer wishes to cancel the booking within one month of an event hiring a cancellation fee may be charged.
- b) 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 election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit or hiring fee already paid.
- c) In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the Hirer for any loss or damage whatsoever.

10) Noise

- a) The Hirer shall ensure that the minimum of noise is made on arrival and departure. The Hirer must also take all reasonable precautions to ensure that noise is not heard outside the premises so as to cause nuisance or discomfort to residents or occupiers of premises in the neighbourhood of the hall. All functions must finish by midnight (Monday to Friday) or 11.45 p.m. (Saturday) and no music played after 11.45 p.m.

11) Payment for hire

- a) All event bookings must be paid, in full, a month before the event. Payment for other hirings, except in the case of bona-fide clubs or organisations in Barby, must be settled on the day of hire unless otherwise agreed by the Hall Booking Secretary.

12) Data Protection

- a) The hirer or the representative of the hiring organisation when booking must provide contact details including name, address and telephone number. For 'one off' hirers this form is kept until after the hire date and their account settled in full. It is then destroyed. For regular hirers a form is completed once a year, in January, and the old form destroyed. No hirer data will be shared with any third party without their express permission.

13) Safeguarding

- a) The hirer shall familiarise themselves with, and abide by, the safeguarding policy displayed on the Hall notice board

14) Miscellaneous provisions

- a) The Hirer shall not permit to be put up or put up any decoration in the hall without the permission of the Hall Booking Secretary.
- b) The Hirer shall not permit any type of adhesive tape to be attached to the Main Hall floor.
- c) The Hirer shall not permit any smoking, including e-cigarettes, within the building.
- d) The Committee accepts no responsibility for any loss or damage to any property or personal injury on the Village Hall site. Hall users may, with the permission of the committee and subject to space being available store equipment or materials, on hall premises, for use in their activities. The committee will not, however, accept any responsibility for any loss or damage incurred. Users are advised to insure, themselves, any valuable equipment stored on Hall premises.
- e) No roller boots, scooters etc are allowed to be used in the building.
- f) The Committee reserves the right to change the conditions of hire and charges at any time. All lettings are subject to the approval of the committee.
- g) Anything observed that may be a hazard to users should be reported to the Village Hall Committee.
- h) If the Hirer is in any doubt as to the meaning of the above, the Hall Booking Secretary should immediately be consulted.

Barby Village Hall Hire Agreement

To be completed by hirer and a copy returned to booking secretary.

As the hirer or the representative of the organisation hiring any part of the Village Hall I confirm that I have read the "Hiring Agreement" and accept its terms.

Hirer Date/s of hire

Room/s hired: Main Hall / Kitchen / Old School Room / Bar Area / All Areas

Purpose of Hiring

Deposit / Balance paid (if applicable).....

Name..... Signature.....
(hirer or organisation representative)

Address

Telephone No..... Email

Signed on behalf of Village Hall Date