



CONDITIONS OF HIRE

1. Bookings shall be made on the official booking form by the responsible adult.
The committee reserve the right to refuse bookings and to impose special conditions where appropriate.
Friday and Saturday evenings - block bookings will only be accepted on the condition that, at the committee's discretion, they may be suspended without penalty, in favour of single bookings.
The car park is included with the hire of the Hall for the exclusive use of the Hirer; it is only for hire separately at the committee's discretion
2. **The responsible adult, that is the person signing the booking form must be on the premises at all times and must ensure that all the conditions of hire are met.**
3. The Local Resident rate will apply to bookings made by persons residing in the Area of Benefit, (civil Parishes of Hulland Ward, Hulland and Biggin by Hulland). Eligibility for the local resident's rate will be determined solely by the address of the person responsible for hiring.
4. Bookings, hire charges and deposits.
 - a. **Single Bookings:**
 - i. Bookings cannot be accepted without the booking form completed in full and returned with payment of all hire charges plus damage deposit if applicable.
 - ii. Bookings cannot be accepted less than 14 days before the date of the event. The committee reserve the right to waive this in exceptional circumstances.
 - iii. In the case of cancellation:
Hire charges are refundable up to 14 days before the date of the event, damage deposits will be returned in full.
 - iv. Damage deposits - any booking for a dance, disco or party and for any function with a bar or where alcoholic drinks are available must be accompanied by £100 deposit, all or part of which will be retained if any damage to the Hall or contents is caused. Damage exceeding £100 will be charged in full to the Hirer. If no damage is caused this deposit will be refunded after the event.
 - b. **Regular Bookings:**
Must be made on the appropriate form and comprise a minimum of 9 bookings on similar dates and at similar times in any period of 12 months. Hirers will be invoiced at monthly or three-monthly intervals at the committee's discretion.
5. **The hall is let at the Hirer's risk and any damage to the Hall and its contents must be paid for by Hirer. The key holder must be informed of any damage.**
6. The Hirer indemnifies the Trustee of Hulland Ward and District Millennium Village Hall in respect of loss, damage, costs, or charges arising from non-observance or non-compliance with these conditions, and in respect of, and damage to, the buildings, fixtures, furnishings and fittings.

7. Insurance - Hirer's are advised that:

- a. Any hirer/guest's property which remains in the Hall does so at the Hirer's risk.
- b. Hall hire charges do not include insurance cover for the Hirer except in respect of Public Liability claims made on the Hirer within the limits of the Trustee's insurance cover. Claims are restricted to the use of the Hall building only and exclude use of the Hall for commercial purposes.

8. Sale of Alcohol:

- a. The Village Hall has a licensed holder who can provide a bar if required.
 - b. A hirer who wishes to sell alcohol at an event must, with the licence holder's permission, apply to Derbyshire District Council for a temporary event notice (TEN).
 - c. It is an offence to sell/serve alcohol to person under 18 years of age.
 - d. Bar equipment must only be used by suitably qualified persons.
- 9.** On Friday and Saturday evenings, a bar or a disco must end at 12 midnight with locking up time 1am at the latest.
All other evenings the latest normal locking up time will be 11pm and any alcohol sales must cease by 10pm.

10. Safeguarding children, young people, and adults at risk:

The hirer 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's Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested you must provide the committee with a copy of your safeguarding policy and evidence that the relevant DBS checks have been carried out.

11. Fire Precautions:

- a. The Hirer must familiarise themselves with the Fire Plans which are displayed above every fire alarm button, the location and use of fire extinguishers and the escape routes.
- b. In the case of a Fire (Alarm), the Hirer must ensure the premises are evacuated and the key holder for the hire informed. In the case of regular hirers any member of the committee should be informed.
- c. Naked flames, apart from small flames on birthday cake candles, are not allowed.
- d. **No Smoking is permitted inside the building and hirers should ensure that those who smoke outside must dispose of the cigarette butts in the container in the porch.**

12. Health and Hygiene:

The hirer if preparing, serving, or selling food shall observe all relevant food and health and hygiene legislation and regulations.

13. Number of persons allowed for bookings:

- a. Main Hall - **200** (licensing authority regulations).
- b. Committee Room - **12**.

It is the Hirer's responsibility to comply with the Local Government (Miscellaneous Provisions) Act 1982 and keep a concise register / record of all persons attending any public entertainment event.

14. Decorations must only be hung from designated places. **Blu-tack, sticky tape and drawing pins** must not be used on any other surface.

15. Animals apart from guide dogs are not permitted in the hall, the exception being for the hirers using the hall for dog training classes. No animals are permitted in the kitchen at any time.

16. Electrical appliance safety

The hirer must ensure that any electrical equipment brought into the hall by them is safe, and used in a safe manner. All the portable electric equipment in the hall is regularly checked.

17. Heating:

The hirer must ensure that no unauthorised heating appliance is used on the premises. The heating times are pre-set and should not be changed, the keyholder will tell the hirer how to turn on the heating if it is off.

18. Cleaning:

It is the Hirer's responsibility to **leave all rooms used in a clean and tidy state.**

This is to include: sweeping floors, wiping tables, cleaning kitchen surfaces, placing all rubbish in bin liners provided. Brushes / cleaning materials will be available. Toilets must be checked and left tidy, and the key holder notified if any special cleaning is required. All furniture and equipment are to be returned to their normal storage place. Any furniture, equipment and foodstuffs provided by the Hirer must be removed by the end of the hire.

19. The Hirer is responsible for leaving the premises in a safe and secure state.

20. For single bookings an official Hall Key Holder will open and close the Hall.

21. The Hirer shall not use the Hall for any purpose other than that described on the Booking Form. The hirer shall not sub-hire or allow the Hall to be used for any unlawful purpose or in any unlawful way, nor do anything or bring, or allow to be brought into the Hall anything which may endanger the Hall or users or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol therein without written permission.