



ALLENDALE VILLAGE HALL & RECREATION GROUND

CONDITIONS OF HIRE

(Maximum Numbers: Main Hall: 228; New Hall: 100)

Please confirm that you agree to these Conditions of Hire by signing as indicated.

1. The hirer must make an application to book the Hall by completing the booking form provided.
2. The hirer will adhere strictly to the times and dates stated on the booking form.
3. The hirer will have due regard to the fire regulations and fire safety procedures.
4. If providing food as part of the hire of the Hall, the hirer must meet with a trustee for guidance on safe use of the kitchen. External caterers should provide a copy of their own Food Hygiene Certificate.
5. The hirer will be responsible for the security of the building during the hire period, **and must lock all doors upon vacating the premises.**
6. The hirer shall comply with the prohibition of smoking in public places provisions of the Health Act 2006 & regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.
7. No alcohol may be brought onto the premises without the explicit permission of the trustees, and additional corkage fees may be passed on to the hirer if this rule is flouted by anyone at any function.
8. No use other than that applied for will be allowed in the Hall. **The Trustees must be informed and give permission for any event involving alcohol.** Private functions may not be advertised so that they can be construed to be public events.
9. **The hirer will be responsible for any damage or loss during the hire period.**
10. The hirer must leave the halls, kitchen and foyer clean and tidy. Furniture should be replaced and all rubbish removed from the premises. **Should the Hall be left in a poor state a charge for cleaning may be made.**
11. The hirer will have due regard for the residents of the area when events are of a musical/dance nature, keeping noise to a minimum and avoiding nuisance of any description in or around the Hall.
12. Any member of the trustees of the charity (the management committee) may enter the building at any time during the function.
13. The hirer shall ensure that any activities for children, young persons and other vulnerable groups shall only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. **The hirer shall read and sign a copy of the AVH&RG Safeguarding Policy before booking is confirmed;** User Groups running activities for vulnerable persons must provide a copy of their own Safeguarding Policy.
14. The trustees do not accept liability for any accident, nuisance or damage to person or property during the preparation for the event, during the event, or during the cleaning up after the event. **A First Aid box is available in the Food Service Area.** The hirer must report all accidents, involving injury to the public to a hall trustee as soon as possible & complete the relevant section in the Village Hall accident book (found on the lectern in the kitchen). Any failure of equipment belonging to the Village Hall or brought in by the hirer must also be reported as soon as possible.
15. In the event of a cancellation of a booking, a fee may be charged. The Village Hall reserves the right to cancel this hiring by written notice to the hirer in the event of exceptional circumstances, such as; a) The premises being required for Emergency or Polling use, or b) reasonable concern that the booking may result in illegal or unsuitable activities, or c) the premises have become unfit for the use intended. In any such case, the hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.
16. The conditions of use and provisions of hire will be subject to addition, amendment and alteration and no notice of these will have to be given by the trustees of the charity. All questions of interpretation will be at the discretion of the trustees.