



## STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. If the hirer is in any doubt as to the meaning of the following, the Bookings Secretary should immediately be consulted.

1. Bookings must be requested by the HIRER using the Hallmaster system. At the time of making the request the HIRER must provide details of the planned event and the expected number of attendees.
2. In the case of one-off bookings, THE HIRER will pay the full hire fee at least 30 days in advance, unless agreed otherwise with THE COMMITTEE. In the case of regular and ongoing bookings, invoices will normally be raised on a monthly basis, and payment will be due in accordance with the terms specified on the invoice.
3. Bookings made within 30 days of the event date must be paid for at the time of the booking.
4. For weddings and other bookings extending over more than a single day, THE HIRER must pay a deposit of £100 at the time of booking. The booking is not confirmed until this deposit has been received. The remaining balance must be paid at least 30 days in advance.
5. THE HIRER will be charged a cancellation fee of 50% of the hiring fee if a confirmed booking is cancelled between 7 days and a calendar month prior to the event, and 100% of the hiring fee if cancelled within 7 days of the event.
6. THE COMMITTEE may at its discretion require THE HIRER to pay a refundable deposit in order to guarantee against breakages or damages, which will be refunded if terms and conditions are complied with.
7. THE HIRER will ensure that no more than 140 people attend any event at Hartpury Village Hall without the prior agreement of THE COMMITTEE.
8. THE HIRER will, during the period of hire, 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 car parking arrangements so as to prevent parking on the paved areas and to avoid obstruction of the highway.
9. THE HIRER is liable for the cost of replacement or repair of all damages or breakages caused to any part of the property, including the surrounding grounds thereof, and the contents of the building, during the hire period. Any damages or breakages should be reported by THE HIRER to THE COMMITTEE by email to [info@hartpuryvillagehall.co.uk](mailto:info@hartpuryvillagehall.co.uk) within 48 hours of the end of the hire period.
10. THE HIRER shall not use the premises for any purpose other than that described in the booking request 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 premises or render invalid any insurance policies in respect thereof.
11. THE HIRER shall ensure that, in order to avoid disturbing neighbours of the hall and to avoid violent or criminal behaviour, no-one attending the event consumes excessive amounts of alcohol and that no illegal drugs are brought onto the premises.
12. If THE HIRER requires a bar to be available for the sale of alcohol during their period of hire, they must request this at time of booking. If THE COMMITTEE is able to provide a bar, which will be at its own discretion and subject to availability of volunteer staff, there will be a minimum charge of £30. An additional charge will apply if the bar is required for a duration of more than four hours. The bar payment must be paid at the time of booking and is non-refundable in the event of a cancellation. THE HIRER shall not arrange for the sale of alcohol on the premises by anyone other than THE COMMITTEE or their authorised representatives. A hirer cancelling a function where they requested the bar facility may be liable for the cost of losses of bar stock that cannot be sold or returned.
13. Licensable activities including performances, music and dancing, are not allowed after 11.00 pm., and THE HIRER must vacate the hall by 11.30 pm. at the latest. Exceptions are only allowed at the discretion of THE COMMITTEE. THE HIRER must ensure minimal disturbance to local residents, particularly when arriving at or leaving the hall at night. Overnight stays at the hall are not allowed.
14. The weekend package is available for weddings and other significant events subject to availability and the discretion of THE COMMITTEE. It covers the period from 4.00 pm on Friday till 12.00 midday on Sunday, except for the overnight periods between 11.30 pm. and 08.00 am., during which the hall is not available to THE HIRER. Exceptions will only be allowed at the discretion of the COMMITTEE, which will normally only be granted if THE HIRER is local to Hartpury.
15. 18<sup>th</sup> birthday parties will not be allowed to take place except with the express authorisation of THE COMMITTEE, which will only be granted in exceptional circumstances.

16. THE HIRER shall be responsible for obtaining any additional licences (over and above the [premises licence](#) and the basic PRS & PPL licences held by Hartpury Village Hall) as may be needed for their event. THE HIRER should note that Hartpury Village Hall does not have either a television licence or a film licence.
17. 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.
18. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. A copy of the [Premises Licence](#) can be accessed on the Hartpury Village Hall website.
19. THE HIRER must ensure that amplified music is kept at a reasonable level so as not to cause any nuisance to neighbours, and that doors and windows are kept closed when amplified music is being played.
20. THE HIRER shall comply with the [fire procedures](#) and ensure that they are aware of the locations of fire extinguishers and that fire exits and escape routes are kept clear at all times.
21. No fireworks, firepits, Chinese lanterns or internal decorations of a combustible nature or any other obvious fire hazards are allowed on the premises.
22. THE HIRER is not permitted to bring, nor to allow anyone acting on their behalf to bring, any heating or cooking appliances onto the premises without the prior approval of THE COMMITTEE. Cooking of any sort is not permitted in any part of the building except the kitchen. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used indoors under any circumstances. Barbecues and hog roasts are only permitted on the paved area to the rear of the hall and subject to the prior approval of THE COMMITTEE. Disposable barbecues are not to be used.
23. No hazardous substances (as regulated by COSHH) are to be used or stored in the hall without the written permission of THE COMMITTEE.
24. Any helium balloons used must be weighted and not allowed to be released in the hall or elsewhere on the premises.
25. THE HIRER shall 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 by THE COMMITTEE, THE HIRER must provide a copy of their safeguarding policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).
26. THE HIRER shall, if preparing, serving or selling food, observe all relevant food hygiene legislation and regulations.
27. THE HIRER shall ensure that any electrical appliances brought by them onto the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation. No plug adapters or extension leads without a thermal cut-out mechanism are allowed to be used on the premises.
28. If THE HIRER wishes to use a bouncy castle at an event they must inform THE COMMITTEE and ensure that the provider is adequately insured and that there is adult supervision at all times. Dicars and other wheeled ride-on toys are not allowed to be used.
29. THE HIRER shall ensure that no dogs, other than guide dogs or identified assistance dogs, are brought onto the premises.
30. THE HIRER must ensure that the regulations with regard to the prohibition on smoking in public places contained in the Health Act 2006 are complied with.
31. Pressure sensitive adhesives such as Blu-Tack are not allowed to be used on the internal walls but can be used on the window frames and the wooden beams, provided all such materials are removed and disposed of at the end of the period of hire. Drawing pins may only be used on the upward facing top edges of wooden lintels above the internal doors and serving hatches. Adhesive tape is not be used anywhere on the walls, doors or doorframes.
32. At the end of the hire, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise, and for ensuring that any contents which have been temporarily moved are returned to their usual locations. Floors should be swept and, if necessary, mopped. Lights and electrical appliances should be turned off and windows must be shut and secure. Rubbish should be taken away unless agreed otherwise in advance with THE COMMITTEE.
33. THE HIRER shall not disclose the access code or the intruder alarm code to a third party.
34. The HIRER shall ensure that public access to the external play, games and fitness areas is not restricted at any time unless this has been agreed in advance with THE COMMITTEE. Agreement to close the external areas to the public will only be granted in exceptional circumstances.
35. THE COMMITTEE reserves the right to cancel the booking in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or referendum, in which case THE HIRER shall be entitled to a full refund of any payment made to THE COMMITTEE in relation to the cancelled booking.
36. 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 resulting loss or damage whatsoever.