HARTPURY VILLAGE HALL

SUPPLEMENTARY HIRE AGREEMENT FOR MAJOR EVENTS

This document should be read, agreed and signed by potential and non-regular hirers of Hartpury Village Hall, subject to an initial risk assessment taking into account the timing and period of hire requested, the nature of the planned event and the number of people likely to be attending.

Hirers must ensure that they are familiar with the terms and conditions of hire, which can be accessed via our website www.hartpuryvillagehall.co.uk and which must be confirmed as read when requesting a booking through the Hallmaster bookings platform.

The hall has a maximum capacity of 100 people for private events. This applies to attendees both inside and outside the hall at any one time.

Events at the hall must end and the premises should be vacated by 10.00 pm.

Exceptions to these restrictions will only be considered for local / public events which are deemed low-risk, subject to a risk-assessment and agreed in advance.

Particular attention must be paid to the conditions of the premises licence, including the need to keep doors and windows closed whenever amplified music is being played at the hall, and to minimise any disturbance when arriving at or leaving the hall late at night. (A copy of the licence is available on the website and a summary is displayed on the internal notice board).

Third-party bar operators are not permitted. All alcohol sales must be arranged and agreed in advance through Hartpury Village Hall in accordance with the terms of the premises licence.

Hirers must familiarise themselves with the fire procedures displayed in the hall foyer and available on the website. Please note in particular that the use of unauthorised cooking equipment, including any use of portable liquified propane gas equipment, is strictly prohibited.

Hirers must ensure that the hall and facilities are left in a clean and tidy condition at the end of the period of hire. Tables and kitchen surfaces should be wiped down, floors should be swept and mopped as necessary, toilets should be clean and decorations should be removed.

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Hartpury Village Hall does not have the facility to recycle waste, including food waste. All food waste and recyclables (including glass, metal cans, plastic bottles, cardboard etc) should be taken away by the hirer at the end of the period of hire. Non-recyclable rubbish may be placed in the outside black bins if space allows, ensuring that the bin lids can be fully closed. Any excess waste which cannot fit into the black bins must be taken away from site by the hirer. It is important for hirers to be aware that the bins are emptied on a fortnightly basis and Hartpury Village Hall cannot guarantee that there will be space available, so hirers should always be prepared to take all their waste away with them.

The space at the rear of Hartpury Village Hall includes a patio and a lawned area with a variety of play, games and fitness facilities. These facilities are available for use both by hall hirers and by the wider public. Hall hirers must ensure that public access to this space is not restricted at any time.

Marquees are not allowed to be erected on the village hall grounds, other than by exception and unless agreed in advance with Hartpury Village Hall. Third party marquees are not allowed. The use of a marquee simply as a means of accommodating more people at an event is not permitted.

The hall is well fitted out with a range of equipment for use by hirers. We have made the instructions for use for most items of equipment available on our website, with laminated copies available as appropriate in the hall itself. If you plan to use any of the installed equipment, please check out the instructions in advance of your event. The stage lighting is only available if this has been arranged and paid for in advance.

Deposits are liable to be charged in advance of large / external events subject to a risk assessment. The deposit will be returned within two weeks of the end of the period of hire if no concerns have arisen. In the event of damage to or misuse of the hall facilities and equipment, and / or non-compliance with the terms and conditions of hire, the deposit will be retained in part or in full at the discretion of Hartpury Village Hall. Full retention will apply in the event of blatant non-compliance.

I understand and agree to the above conditions.

Signed Name Date