

SALTWOOD VILLAGE HALL
Owned by **ROBERT THOMPSON CHARITIES (RTC)**
Registered Charity no. 209220

CONDITIONS OF HIRE FOR OCCASIONAL USERS

Please check with the hall administrator if you are not clear about any of the following.

The hirer agrees

1. To be responsible for supervision of the premises during the period of hiring, the fabric and their 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 avoid obstruction of the highway. No parking is permitted on the forecourt to the front of the Village Hall, even for unloading.
2. Not to use the premises for any purpose 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 nor allow the consumption of alcoholic liquor thereon without written permission.
3. To be responsible for obtaining from the Local Authority such licences as may be needed for the sale or supply of intoxicating liquor.
4. To ensure that nothing is done on or in relation to the premises in contravention of the law relating to gambling/gaming, betting and lotteries.
5. To 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.
6. To, if preparing, serving or selling food observe all relevant food, health and hygiene legislation and regulations.
7. To offer proof that he/she holds a current Public Liability Insurance policy if appropriate.
8. To ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order, and used in a safe manner. **Proof of P.A.T. testing is required for all equipment more than 12 months old.**
9. To indemnify the Committee for the cost of repair or any damage done to any part of the property including the cartilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
10. **If the hirer** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking the question of the payment or the repayment of the fee shall be at the discretion of the Committee.

11. **The hirer agrees** to ensure that the minimum of noise is made on arrival and departure and that any music is turned off by 11pm. Guests must depart by 11.30pm.
12. **At the end** of the hiring 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 any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
13. **The committee reserves the right** to cancel this hiring 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 as an emergency centre, in which case the Hirer shall be entitled to a refund of any deposit made.
14. **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 then Hirer for any resulting, loss or damage whatsoever.
15. **The hirer** shall ensure that any activities for children under eight years of age comply with the Children's Act 1989 and that only fit and proper persons have access to the children. Children must be supervised at all times inside and in the hall grounds.
16. **The committee reserves the right** to refuse a booking without notice or to cancel the hiring agreement at any time either before or during the term of the agreement upon giving 14 days notice in writing to the hirer.

The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as having been paid by the Hirer to the Committee, but the Committee shall not be liable to make any further payments to the Hirer.

Revised 1st August 2015