

# Hurst Village Halls

## CONDITIONS OF HIRE

### Hirer's Responsibilities

- The Hirer must be over 25 years of age at the time of application and may be required to provide evidence of age.
- It is the responsibility of the Hirer to ensure that the 'Conditions of Hire' for the Village Hall rooms are understood and adhered to by all persons using the 'Rooms' during their hire period. The Hirer shall be responsible for the fabric and contents: their care, safety from damage: and the behaviour of all persons using the premises. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for the loss of contents.
- If alcoholic drink is to be sold, hirers must obtain approval from the Halls Management Committee. The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Alcohol must not be sold to persons suspected of being under the age of 18. No illegal drugs may be brought onto the premises.
- Any person who hires the Halls on two or more occasions and whose activities involve children or young people will be required to operate a recognised Child Protection Policy based on the Home Office Code of Practice, *Safe from Harm* and comply with The Children Act of 1989.
- The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations, 1989.

### Indemnity

- The Hirer shall indemnify and keep indemnified each member of the Halls Management Committee and the Hall's employees, volunteers, agents and invitees against the cost of repair of any damage and all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising from the use of the premises.
- The Hirer is urged to take out adequate insurance to insure the Hirer and members of the Hirer's organisation or invitees against the Hirer's liability under the above paragraph.

The Village Hall is insured against any claims arising out of its **own** negligence

### Accidents and Dangerous Occurrence

- The Hirer must report all accidents involving injury to the public to the Caretaker as soon as possible and complete the relevant section in the Village Hall's accident book.

### Payment Arrangements

- The hire charge will be that applicable at the date of hire in accordance with the current tariff. A supplementary charge is levied for a licensed bar.
- A deposit of £150 is required to secure each application for booking the Village Halls. The deposit will be returned providing the premises and grounds are left in good order. Full payment must be tendered at least one week before the event.
- If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking then the deposit may be forfeit.
- The Village Hall reserves the right to cancel this hiring by written notice in the event of:
  - The premises being required for use as a Polling Station
  - The Management Committee reasonably considers that such a hiring will lead to a breach of licensing conditions or unlawful activities will take place
  - The premises becoming unfit for the use intended by the Hirer

- An emergency requiring the use of the premises as a shelter for victims of flooding, snowstorm, fire, explosion.

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 direct or indirect loss or damages whatsoever.

- Payments and a signed copy of the Declaration should be presented to The Caretaker, Hurst Village Halls, School Road, Hurst, READING, RG10 0DR.
- Cheques should be made payable to '**Hurst Village Halls**'

### Noise

- Music and noise must be kept down to a reasonable level. This also applies in the car park during arrival and departure.
- All noise must cease by midnight.

### Furniture & Equipment

- Hirers are asked to leave all chairs and tables as they were found. This includes replacing articles taken from the storerooms and cupboards.
- No notices whatsoever may be pinned or stuck to the walls of the hall, lobby, kitchen or committee rooms. Notice boards are provided and out-of-date notices will be removed.
- All breakages are to be reported and a charge will be made for their replacement. It would be appreciated if faults, e.g. light bulbs, could also be reported or recorded in the 'Defects Book' kept in the entrance lobby.
- Hirers must ensure that all lights are turned off before leaving. A special check is to be made of storerooms, kitchen, toilets and outside lights. An additional check must also be made in the kitchen to see that all taps and all electrical equipment, apart from the fridge, are turned off. Wall thermostats in the Large Hall and Committee Room may be adjusted for comfort but are to be returned to a low setting (15°) before leaving the building. Never turn thermostats completely off, doing so can lead to them sticking and the following users being greeted by a cold room. All other thermostats are to be left permanently on 15°.

### Windows & Doors

- Hirers must be certain that all windows and doors (other than the main entrance) are securely shut and locked before leaving and that the main entrance doors are pulled to. The last users of the day should lock the main entrance doors and post the key in the key safe located in the porch of the Caretaker's house.

### Storage

- No items whatsoever are to be left in the building except by permission of the Management. Hirers having access to storerooms are to keep them locked except when access is needed. Items of food or drink must not be kept in the store cupboards. The Management can accept no responsibility for items left in storerooms.

### Use of Fridge

- The fridge is lockable and users may obtain the key from the Caretaker. Dairy products, vegetables and meat on the premises must be stored in compliance with the Food Temperature Regulations. Please ensure you remove all items from the fridge when you leave the building. The Management will empty the fridge every Sunday.

### Use of Dishwasher

- Operational details for the commercial dishwasher are posting in the kitchen. Detergent and rinse-aid are automatically dispensed. The unit should be drained and the filter cleaned after use.

### **Use of cookers and warming cupboards**

- The gas supply to the cookers should be turned off after use. The taps are located on the wall behind the cookers. The power to the warming cupboards should be switched off.

### **Use of bar in Committee Room**

- The bar floor and the shelves to be cleaned after use and all bottles, glasses and containers removed.

### **Smoking**

- Smoking is prohibited in the Small Hall and is discouraged in the other parts of the premises.

### **Cleaning**

- The halls, committee room, kitchen and outside premises must be left clean and tidy. If the kitchen is used, it is the responsibility of Hirers to see that it is swept and washed after use and all worktop surfaces wiped clean. Floor cleaning materials are provided. Drain the urn after use. Rubbish is to be placed in plastic bags and deposited in the waste container in the car park. All unsold items of jumble MUST be taken away.  
Hirers for late night parties on Saturday evening are required to book two hours on Sunday morning for cleaning and tidying.

### **Parking**

- Cars are parked at owner's risk. No vehicle is to be left in the car park overnight.

### **Rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer

John Edwards, Chairman,  
Halls Management Committee

Hirers are required to complete the following declaration and return it along with the £150 booking deposit.

## Declaration

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	Yes	10am to 10pm	
b. The exhibition of films	No		
c. Indoor sporting events	No		
d. Boxing or wrestling entertainment	No		
e. The performance of live music	Yes	11am to midnight	
f. The playing of recorded music	Yes	11am to midnight	
g. The performance of dance	Yes	11am to midnight	
h. Entertainments similar to those in a – g	Yes	11am to midnight	
i. Making music (indoors)	Yes	11am to midnight	
j. Dancing (indoors)	Yes	11am to midnight	
k. Entertainment similar to those in i – j	No		
l. The provision of hot food/drink after 11pm	No		
m. The sale of alcohol (weekdays) (weekends)	Yes	6pm to midnight Noon to midnight	

I understand and accept the above 'Conditions of Hire' for the use of the Hurst Village Halls.

Signed: \_\_\_\_\_ Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

On Behalf of: \_\_\_\_\_  
(group name)

Dated: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Time: from \_\_\_\_\_ am/pm  
to \_\_\_\_\_ am/pm

Facilities: Large Hall / Kitchen / Committee Room / Small Hall / Garden (delete as applicable)

Sale of alcohol: I wish to sell alcohol at this event. Now complete the application form for a licensed bar.

I do not wish to sell alcohol at this event (delete as applicable)