

Furzebrook Village Hall

Registered Charity No

CONDITIONS OF HIRE

This document sets out the Standard Conditions of Hire and is the basis of any Hiring. By making a booking you agree to the Terms & Conditions and ensure that they will be adhered to by all those involved and attending the event.

The Committee has the right to refuse any application for Hiring, and has right of access and inspection during any event.

The Hirer shall not use the Premises for any other than those detailed on the booking and shall not sub-hire the Premises.

1. Cancellation:

If the Hirer wishes to cancel the booking with more than 1 months notice the deposit will be refunded only if a replacement booking can be found. If a booking is cancelled with less than 1 months notice the full hire fee is payable, unless a replacement booking can be found for the same date.

An additional £100 bond is payable for weddings, parties, dances and any event for 1 day or more to cover any damage and breakages. The bond will be returned in full after the event if the premises are as found prior to the event.

The Committee reserves the right to cancel this hiring by notice to the Hirer in the event unforeseen circumstances. In any such case the Hirer shall be entitled to a refund of any deposit already paid, and we shall do our utmost to offer an alternative date that is convenient. The Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

2. Supervision:

The Hirer agrees to be present (or represented by an authorised Representative, if appropriate) during the hiring and to comply fully with this Hiring Agreement.

The Hirer or the Hirer's Representative must be at least 18 years of age. A Responsible Steward of at least 18 years of age must be present for every 30 people (or less), or for every 15 (or less) children.

The Hirer shall, during the period of the Hiring, be responsible for supervision of the premises, the fabric and the contents, and their care and protection from damage, however slight.

3. Responsibility

The Hirer shall be responsible for leaving the premises and surrounding area as found in a clean and tidy condition, properly locked and secured, otherwise the Committee shall be at liberty to make an additional charge.

All rubbish including kitchen waste is to be taken away by the hirer.

Equipment, furniture etc brought to the premises for a function must be removed within the hiring times. The rooms and the furniture should be left as they are found - including all tables and chairs to be put away in their original locations.

All kitchen utensils, crockery etc. must be thoroughly cleaned after use and stowed as found.

All breakages and malfunctions reported Booking Clerk at the end of the hire.

Guidance will be given on how to leave appliances, many of which are already marked. If in doubt, a locking-up procedure is available on the main notice-board.

At the end of the hiring the heating returned to 18C, all lights must be turned off, the main doors must be locked, all windows and fire exits must be secured.

Drawing pins, adhesive tape, and/or blue tack etc. shall not be used to mount displays.

The Hirer shall also be responsible for the behaviour of all persons using the premises and for proper supervision of car parking arrangements so as to avoid obstruction of the highway.

3a. Damage Bond

A £100 bond is required for wedding, parties and dances. The bond will be repaid after the event less any allowance for damage, rubbish left on site, rooms left untidy or not cleaned, late departure (£25 per half hour). Rubbish left on site will incur an automatic £50 charge.

4. Capacity

The maximum number of persons in attendance is set in accordance with the Regulatory Reform (Fire Service) Order 2005. Maximum room capacities are as follows:

Small Hall	40 people
Large Hall	180 people seated at tables and dancing 280 people dancing

Our suggestion is that 150 people of the maximum for comfortable use of the Premises as a venue.

Permitted Hours. The day time hiring session times are 8 am to 1 pm, and 1pm to 6 pm. Evening times on Monday to Saturday are 6 pm to 11.45 pm. and on Sunday are 6pm to 11pm. All music and other noise is to cease at 11.30 pm (10.30 pm Sunday).

5. Licences

The Hall has a Premises License authorizing the following regulated and licensable activities from 9.00am to 11.30pm Monday to Saturday and 9.00am to 9.00pm on Sunday.

Music & Dancing	280 people dancing or 180 people seated at tables max
Stage Plays	180 close seated max
Films	180 close seated max
Sport Event	180 close seated max

Activities requiring a license not listed above are not permitted.

5a. Sale of alcohol

The Hall is not licensed for the sale of alcohol by a hirer. A Hirer may appoint a properly licensed person to sell alcohol on his behalf, subject to that person's license being produced to the Booking Secretary prior to the Hiring, or apply for a Temporary Event Notice from East Dorset District Council Licensing Section.

6. Indemnity and Insurance:

THE LIABILITY OF YOUR EVENT IS NOT COVERED BY FURZEBROOK VILLAGE HALLS INSURANCE, IT IS YOUR RESPONSIBILITY TO UNDERSTAND THE RISKS AND INSURANCE REQUIREMENTS OF YOUR EVENT !!!!!

The Hirer should have adequate insurance to cover their liability to members of the Hirer's organization, guest and invitees against the Hirer's liability and all claims arising as a result of the Hiring, and on request shall produce the policy and current receipt or other evidence of cover to the Booking Secretary. Failure to produce on request such policy and evidence of cover may render the hiring void and enable the Booking Secretary to rehire the premises to another Hirer.

The Hirer is liable for:

(a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises

(b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer

(c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

7. Heating

The heating in both the main hall and the committee room is adjustable up and down only using the wall-mounted keypads. Hirers should on no account attempt to over-ride or otherwise adjust these controls.

8. Animals

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought onto the premises, other than for an event previously agreed to by the Committee. **No animals** whatsoever are to enter either **the kitchen** at any time.

9. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

10. Kitchen Equipment

Please read and adhere to notices in relation to the appliances.

11. Accidents and Dangerous Occurrences

The Hirer must report to the Booking Clerk all accidents involving members of the public, any equipment belonging to the Premises or any break out of fire, however small.

12. Footwear

No Black Rubber Footwear leaving marks on the wooded floor

13. Fire and Safety Regulations:

There is to be no smoking at any time inside any part of the building. Designated smoking areas are provided outside.

Fire exits are illuminated and clearly marked. Fire extinguishers are available at various points in the Hall; the hirer must acquaint himself with their location and purpose. Fire exits **must not be obstructed** by anything during the course of the hiring.

The Fire Procedure Document is pinned to the notice boards of both halls the hirer should read this prior to start of their event and inform all concerned.

No highly flammable substances are to be brought into or used in any part of the premises and no decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be employed without the consent of the Committee. No decorations are to be put up near light fittings.

No heating appliances shall be used on the premises without the consent of the Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used within the hall premises. Electrical installations must not be disconnected or otherwise interfered with. If it is desired to bring and use additional electrical equipment, permission must be obtained in advance.

It is the Hirers responsibility that any electrical appliances brought to the premises and used there shall be certified safe, in good working order, and used in a safe manner.

The use of candles, indoor fireworks or similar flammable materials must first be discussed with the Booking Secretary.

14. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night. Not allow an event to move out into the car park area unless **specifically approved by prior** arrangement with the booking secretary

If the Hirer has any queries regarding the information in this document please call the Booking Clerk.

The Committee welcome any comments you may wish to make about the hiring of the Village Hall.