

## North Baddesley Village Hall - Standard Conditions of Hire

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

1 **THE HIRER** will during the period of hiring, be responsible for the supervision of the premises, the fabric and 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.

2 **THE HIRER** accepts that the time booked for the hire, includes the setup and clean-up of the event and that no attendees/caterers or hire staff will have access before or after these times.

3 **THE HIRER** understands that any rubbish from their event is either taken away by them or disposed of in the correct bins next to the disabled parking spaces. Any deviation from this could incur loss of deposit or part thereof.

4 **THE HIRER** shall not use the premises for any purpose other than 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 the premises anything which may endanger the same or render invalid and insurance policies in respect thereof.

5 **THE HIRER** shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor and for the display of such licences during the course of the hire.

6 **THE HIRER** shall inform **THE COMMITTEE** in advance of its intention to provide intoxicating liquor during the course of the hire. **The Hirer** is responsible to obtain a Temporary Event Notice if they wish to sell alcohol and should provide proof of such notice to a committee representative.

7 **THE HIRER** shall ensure that nothing is done on, or relation to, the premises in contravention to the law relating to gaming, betting, lotteries and the consumption or sale of intoxicating liquor.

8 **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrate Court, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

9 **THE HIRER** shall if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

10 **THE HIRER** shall ensure that any electrical appliances bought by him/her to the premises and used by them shall be safe and in good working order and used in a safe manner.

11 **THE HIRER** shall indemnify the committee for the cost of repair of any damage done to any or part of the property including the curtilage thereof or the contents of the building that may occur during the period of the hiring as a result of the hiring.

12 **THE HIRER** shall ensure that the minimum of noise is made on arrival and departure.

13 **THE HIRER** shall ensure that no animals except assistance dogs are brought into the hall, and that no animals whatsoever are brought into the kitchen.

14 **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 or arranged otherwise and any contents temporarily removed from their usual position properly replaced, otherwise the committee shall be at liberty to make an additional charge.

15 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 payment or repayment of fee is:

2 month's notice of cancellation – deposit is refunded in full.

Less than 2 months – 75% of deposit refunded.

Less than 1 month – deposit forfeited.

16 **THE COMMITTEE** reserves the right to refuse any booking.

17 **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, in which case **THE HIRER** shall be entitled to a refund of any deposit already paid.

18 **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.

19 **THE HIRER** shall ensure that any activities for children under eight years of age comply with the provisions of the Children's Act 1989 and that only fit and proper persons have access to the children.

20 **THE HIRER** shall be responsible for ensuring that they have adequate insurance cover for their activity.

## SPECIAL CONDITIONS OF HIRE

For the purpose of these conditions the term **HIRER** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

- 1 **THE HIRER** hereby acknowledges that they are aware that a copy of the public entertainments licence is displayed in the hall foyer.
- 2 That **THE HIRER** is not a person under the age of 18 years.
- 3 That **THE HIRER** shall ensure that any music or amplified sound must be connected to the power socket on the stage which incorporates a limiter device, and it is **THE HIRERS** responsibility to ensure that any person using that socket should be made aware of the device.
- 4 **THE HIRER** shall permit any authorised member of the committee to inspect the hall during use.
- 5 **THE HIRER** should present at the hall at the start of the hire to run through the details of the hall with the caretaker who is the committee's representative in all matters relating to the use of the hall.
- 6 **THE HIRER** shall ensure that all doors and windows facing the green (on the opposite side of the hall from the car park) will remain closed after 6:30pm, a cut-out device is connected to their doors thereby not allowing any sound equipment to be used while the doors remain open.
- 7 **THE HIRER** shall ensure, if conducting a jumble sale, that all excess jumble and bulky rubbish is removed from the premises, otherwise a charge will be made for this purpose.
- 8 **THE HIRER** SHALL NOT BRING ON TO THE PREMISES OR USE ANY PORTABLE GAS OR OTHER NAKED FLAME HEATERS, COOKERS OR FOOD WARMERS.
- 9 If **THE HIRER** has booked the hall then **GAS BBQs** may be used in outside. **Charcoal BBQs** may not be used.

### Internal Bouncy Castles

These conditions are part of our insurance policy

- 1 **THE HIRER** shall ensure that there is sufficient clearance to the ceiling so that no damage is caused, any such damage will be the liability of the **THE HIRER**.
- 2 **THE HIRER** must ensure that a responsible adult supervises the Bouncy Castle at all times.
- 3 **THE HIRER** will ensure that only children of the same age are on the castle at the same time.
- 4 Any injuries to any person whilst the Bouncy castle is in use is the liability of **THE HIRER** and not **THE COMMITTEE**.

## GDPR – PRIVACY POLICY

### What information do we collect about you?

We collect information about you when you complete relevant forms for us.

### How will we use the information about you?

We use the information to contact you with regards to your booking of North Baddesley Village Hall. We will not disclose any information about you to any company other than noted above, or if required to do so by law.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate

### Retention of data

We will retain your information for 2 years after your booking and will keep this within the Charity and will not use it for any marketing or unsolicited mail.

### Fire Safety

The hirer is responsible for ensuring all fire exits are kept clear and arranging fire evacuation drills. We will sound the alarm when requested to assist the hirer with their obligations.

No flammable gasses are to be brought into the building by the hirer or those attending.