

Woodhurst Village Hall Conditions of Hire

The Hirer shall during the period of hire be responsible for the supervision of the premises, the fabric of the building, the contents and the behaviour of all persons using the premises, whatever their capacity, including the proper supervision of parking in accordance with the Village Hall Rules. The Hirer shall be responsible for ensuring that everyone leaving the premises after 10:00pm does so in a quiet manner so as not to cause disturbance or nuisance to the Hall's residential neighbours.

The Hirer shall not sub-let nor use the premises for any unlawful or immoral purposes nor allow consumption of alcohol without prior written agreement of the Committee.

The Hirer shall be responsible for obtaining licences that may be needed whether for the sale of intoxicating liquor, Performing Rights Society or otherwise. A copy of such licence to be submitted to the Woodhurst Village Hall Management Committee before the event. The Hirer shall seek the prior consent of the committee before making an application for a temporary events licence, the committee reserves the right to refuse acceptance of a booking where a temporary events licence is necessary.

The Hall is a no smoking area, The Hirer is responsible for ensuring the strict compliance of all visitors to the Hall.

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court or otherwise.

The Hirer shall not do anything which may endanger the property nor do or allow to be done anything which may cause any insurance policy relating to the property to become void or voidable or increase the premium payable.

The Hirer should ensure that they hold appropriate public liability cover for the events that they organise. The Woodhurst Village Hall Management Committee shall not be held responsible for any liability claims during the hire period.

The Hirer shall indemnify the Committee for the cost of repair of damage to any part of the property or contents during the period of hire. No blue tac or sticking tape is to be applied to any part of the structure of the Hall.

The Hirer shall be responsible for leaving the premises and surrounding area clean, tidy and securely locked, **and all heaters switched off at the wall socket**, returning the key to the designated committee member as soon as possible after the end of the event. Any items moved temporarily from their usual positions shall be properly replaced. **All rubbish must be removed from site and be suitably disposed of by the Hirer.** An additional charge will be made should the premises be left in an unsatisfactory condition.

Cancellation

The Committee reserve the right to cancel the 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 a full refund of any deposits paid will be made.

In the event of the Hall being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resultant loss or damage whatsoever.

If the Hirer wishes to cancel the booking with less than 14 days notice, the repayment of any deposit shall be at the discretion of the Committee.

Regular hirers will be given 14 days notice of cancellation by the Committee.

The Committee reserves the right to terminate the hiring at any time for reasons outside the control of the Committee and return any moneys paid.

Payment and Deposit

Occasional hirers will be required to pay a deposit at the time of booking up to the full value of the let. Deposits are non-returnable if the booking is cancelled within 7 days of the let and is at the Committee's discretion if the booking is cancelled within 14 days of the let.

Accounts with regular users must be settled within 30 days of the invoice being presented. Accounts not settled within this time will attract an administration fee of £10.00.

Charges

The approved charges are set out below. Full hourly rates will be charged for part hours. The Committee reserves the right to vary charges.

Hall hire charges £7.50 per hour

Woodhurst Parish Council Meetings £40 per meeting

Huntingdonshire District Council Polling Station £250 per 24 hour period (including setting up)

Commercial hirings - please contact Treasurer for prices

General

The maximum attendance at any time is 80 persons sitting or 120 persons standing.

A basic first aid kit is located in the kitchen. Please notify the Letting Officer if anything is used during the period of hire. The Hirer is responsible for their own first aid arrangements, any accidents must however be reported within 24 hours and in writing to the Letting Officer.

Where an event requires time to set up and clear away the Hirer will be allowed 30 minutes before and after the booking at no additional charge. Arrangements for collection of the keys are to be made with the letting officer.

The hirer should ensure that the outside lights are turned off by the last person leaving the Hall so as not to cause nuisance to the neighbours.

The hiring of the Hall shall be at the Committee's absolute discretion and subject to full disclosure being made as to the use, activities, numbers of attendees and event times, together with any other information that may reasonably be required in order for the Committee to make a decision as to whether to proceed with the hiring or not and in any event shall not be made to any person under the age of 18.

Any dispute on the hiring, use or damage of the property during a period of hire shall be determined by the Chairman of the Woodhurst Village Hall Management Committee. If agreement cannot be reached with the Hirer the matter shall be determined by the Chairman of Woodhurst Parish Council.

WOODHURST VILLAGE HALL

HIRE AGREEMENT made on the date (1) between Woodhurst Village Hall Management Committee (2) and the Hirer (3) whereby the Committee agrees to permit the Hirer to use the Property (4) for purposes (5) and for the period (6) subject to payment of the fees (7).

1. Date of Agreement:

2. Woodhurst Village Hall Management Committee by their authorised representative:

Name: Committee Position:.....

of Address:.....

.....

Tel. No.

3. Hirer: (a) Organisation:(if relevant)

(b) Name:.....

Address:

.....

Tel. No.

4. Property: Woodhurst Village Hall and Car Park

5. Purpose of Hiring:

Expected number of attendees:.....

Will you be playing music: Yes / No

If Yes will it be:

a) live music

b) amplified music

c) disco

d) other -

Will you be serving alcohol: Yes / No

If so will you be selling alcohol

Yes / No

Will you be using the Village Hall:

Glasses

Yes / No

Crockery/Catering equipment

Yes / No

Will you be selling tickets/charging for your event: Yes / No

6. Period of Hiring: Dates (s) :.....

Between the hours of: and

7. Hiring fee: £ (see rates stated on page 2)

Deposit (if applicable) £

Total £ _____

payable on or before the conclusion of the event for which the Hall is hired (cheques to Woodhurst Village Hall)

I have read and agree to abide by the **Conditions of Hire** of Woodhurst Village Hall and the **Woodhurst Village Hall Rules** and agree to make any additional payment which may be necessary in connection with the obligations contained therein.

(1) Signed: Date:
For and on behalf of Woodhurst Village Hall Management Committee

(2) Signed: (Print Name:.....) Date:
Hirer

NB: The hiring of the Hall shall only be complete once:

- a) this document has been signed and returned by the Hirer (to Annabel Farbon at Fullards Farm, South Street),
- b) considered by the Committee,
- c) a copy of the paperwork, signed by the Committee, has been returned to the Hirer and
- d) payment received.