

## FRIETH VILLAGE HALL – CONDITIONS OF HIRE

The Hirer (being 18 years or over) is fully responsible for compliance with the Conditions of Hire which should be read in conjunction with our Health & Safety Guidelines.

### CONTACT DETAILS

Hirer must provide a mobile phone number on which they are contactable during the period of hire.

### HEALTH & SAFETY

All Hirers are legally responsible for ensuring the safe use of the hall during the period of their rental. Please read our Health & Safety Guidelines.

### FIRE

**All Hirers must familiarise themselves with the fire safety precautions of the hall. Fire extinguishers are located in the main hall, back corridor and kitchen. Fire exits are located at the hall front doors and the back door by the toilets. All exits and passageways must be kept clear. Please leave space for the rear hall door to open inwards against the wall in an emergency. DO NOT USE DRY ICE, SMOKE OR ANYTHING LIKELY TO AFFECT THE FIRE SYSTEM.**

### SUPERVISION

During the period of hire, the Hirer is responsible for the supervision of the premises, the care of the fabric and contents of the building, safety of people attending the event and the behaviour of all persons using the premises.

Children should be fully supervised, particularly when in the kitchen and storeroom and when leaving the building.

No animals except guide dogs are allowed into the hall unless agreed by the Village Hall Committee. No animals whatsoever are allowed into the kitchen at any time.

### USE OF PREMISES

The Hirer shall not use the premises for any purpose other than that agreed with the Village Hall Committee and will not sub-hire. The Hirer is responsible for setting up the hall and returning the hall to its original condition after the event. The use of the premises and its equipment, including ladders, shall be at the Hirer's own risk. The Village Hall Committee does not accept liability for equipment and property stored by the Hirer.

### CAPACITY

The maximum capacity of the hall is 100 persons.

### LEAVING CHECKS

To help us keep the hall in its current condition, please comply with the End of Session checklist.

### PARKING

Do not park in front of the Village Hall door. Please park neatly and show consideration to neighbouring houses, ensuring access to driveways at all times, particularly the driveway adjacent to the Village Hall.

**LICENCES**

The Hirer must apply to Wycombe District Council for a Temporary Event Notice if the event involves the sale of alcohol. A copy of the Notice must be provided to a village hall representative two weeks prior to the event and a copy must be displayed in the hall. The Hirer must ensure that persons under 18 do not consume alcohol on the premises or in the surrounding area. It is the responsibility of the Hirer to ascertain whether any other licences are required in respect of any activity e.g. live performance of copyright music. The Hirer should ensure that they hold and display all relevant licences.

**NOISE**

In consideration of neighbouring houses, the noise level inside and outside the hall must be acceptable at all times and particularly when leaving at night.

**FLOORS & WALLS**

Pictures, posters, decorations and balloons must not cause damage to the hall paintwork and must be removed after hire.

Protect floors by avoiding stiletto heels and black soles. Remove muddy boots.

**HEATING**

The hall radiators are set to give adequate background heat. Please do not adjust. For extra overhead heating, put £1 coins into the slot meter in the entrance hall. The Hirer must ensure that no unauthorised heating appliances are used on the premises.

**CHARGES**

Please refer to the web site for the latest price list. Setting up and clearing the hall must be included within the hire times. Any overruns will be charged at a full hourly rate. Depending on the size of the event, a refundable deposit of £100 may be required in case of damage/breakages or extraordinary cleaning.

**CANCELLATION**

If the Hirer wishes to cancel the booking and the Village Hall Committee is unable to obtain a replacement booking, the question of the payment of fees shall be at the discretion of the Village Hall Committee.

The Village Hall Committee reserves the right to cancel your hiring due to unforeseen circumstances. In any such case, you will be entitled to a refund of any deposit paid, but the Village Hall Committee shall not be liable to you for any resulting loss or damages.

**HIRERS INDEMNITY**

The Hirer shall indemnify the Village Hall Committee members, volunteers and trustees against the cost of repair of damage and claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.