

NORTH CADBURY VILLAGE HALL

Registered Charity No 304592

Booking Contract Standard Conditions

These standard conditions apply to all Booking Contracts for the Village Hall. If the Hirer is in any doubt as to the meaning of any of the following, the Booking Secretary should immediately be consulted.

1. Supervision

The Hirer shall, during the hiring, be responsible for: supervision of the premises, the fabric and the 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 supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Treasurer or Booking Secretary, 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 loss of contents.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Booking Contract 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 onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

3. Insurance

North Cadbury Village Hall maintains public liability insurance cover in respect of its legal liabilities to people using the hall, car park, playground and playing field. **This does not cover people or organisations hiring the Hall or surroundings for their own activities, whether the events are private or ones to which the general public have access. Hirers are strongly advised to check their own insurance cover.** The Hall insurance does not cover bouncy castles.

4. Public Safety

The maximum number of persons to be allowed on the premises at any time during a performance or event which is governed these conditions shall be:

a) when used for a closely seated audience	200 persons
b) when used for dancing	200 persons
c) when seating is provided at tables	99 persons
d) when used for dancing and seating is also provided at tables	125 persons

Alcoholic and soft drinks will be supplied in glasses of plastic or toughened glass whenever possible.
All glasses must be collected at regular intervals.
Bottles must not be taken outside the buildings.

5. Emergencies

The emergency lighting supply for all exit signs and routes is operated by an automatic mains-failure switching device

- a) All means of exit from the premises must be kept free from obstruction and available for instant free public exit. Where tables are provided clear gangways to exits will be maintained.
- b) The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Secretary.

6. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Booking Secretary **as soon as possible** and complete the relevant section in North Cadbury Village Hall's accident book. Any failure of equipment belonging to North Cadbury Village Hall or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the local authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Booking Secretary will give assistance in completing this form.

7. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

8. Electrical Appliance Safety

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 safely in accordance with the Electricity at Work Regulations 1989.

9. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Booking Secretary. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

10. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

11. Noise

The Hirer shall ensure that visitors and vehicles **arrive at and leave the premises as quietly as possible**, particularly late at night and early in the morning.

Doors and windows must be kept closed after 22.00 hrs.

The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Explosives and Flammable Substances

The Hirer shall ensure that:

- a. Highly flammable substances are not brought into, or used in any part of the premises and that
- b. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Booking Secretary. No decorations are to be put up near light fittings or heaters.

13. Gaming, Betting and Lotteries

Raffles and charitable draws are allowed but North Cadbury Village Hall is not licensed for gaming, betting or other forms of gambling. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

14. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by North Cadbury Village Hall. No animals whatsoever are to enter the kitchen at any time.

15. Cancellation

If the Hirer wishes to cancel the booking before the date of the event, any deposit paid will not be refundable. North Cadbury Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- a. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- b. the North Cadbury Village Hall Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- c. the premises becoming unfit for the use intended by the Hirer
- d. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but North Cadbury Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

16. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise by the Booking Secretary and any contents temporarily removed from their usual positions properly replaced, otherwise North Cadbury Village Hall shall be at liberty to make an additional charge. The Hirer shall be responsible for turning off all heaters, lights and other electrical equipment.

17. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Booking Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of North Cadbury Village Hall remain in the premises at the end of the hiring. It will become the property of North Cadbury Village Hall unless removed by the Hirer who must make good to the satisfaction of North Cadbury Village Hall if any damage is caused to the premises by such removal.

18. Fly Posting

The hirer shall not carry out or permit fly posting or any other form of unauthorised advertising for any event taking place at the premises, and shall indemnify and keep indemnified each member of the village hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

19. No Rights

The Booking Contract constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.