

Stillington Village Hall – *Proudly Serving Our Community*
Charity Number 1076571

Conditions of Hire

If the Hirer is uncertain of the meaning of any of the following conditions of hire, either the Booking Coordinator or the Treasurer can be contacted to provide clarity.

The Hirer;

1. Agrees to pay, at the time of booking, a deposit equating to 50% of the overall hire charge.
2. Will, during the period of hire, be responsible for the premises. Both internal and external and including the car park. They are also responsible for the actions of any person attending the event for which the hall has been hired.
3. Is responsible for ensuring the cars of event participants, parked on Hall View are not causing an obstruction to other road users.
4. Shall not use the premises for any other reason other than that for which agreement has been given by the Bookings Coordinator.
5. Will not sub-let the Hall, use the Hall to for any unlawful purpose or bring anything into the premises that is unlawful.
6. Will familiarise themselves (and any other relevant person) with the Fire Safety arrangements and the Health and Safety instructions for the Hall. These can be found in the kitchen of the Hall, or upon request from the Bookings Coordinator.
7. Is responsible for the safe use of any equipment. This relates to either the Hirer's own or that owned by the Hall.
8. Is responsible for complying with the Premises Licence for entertainment and the supply of alcohol. These can be found on the entrance wall or upon request from the Bookings Coordinator.
9. Will ensure music, live entertainment and the supply of alcohol ends by 2230hrs unless an extension has been authorised by the relevant authority.

NB: This condition applies to events held Monday through Saturday. Should an event be held on a Sunday a full licence must be sought by the hirer.

10. If selling food, will adhere to all relevant Food Safety Regulations.
11. Accepts that the maximum number of attendees at their event must not exceed one hundred.
12. Will pay the Committee for the costs incurred for any required repairs or replacement of items belonging to the Hall which take place during the period of hire. This includes damage to the building itself and the car park.
13. If wishing to cancel their booking will forfeit the deposit paid to secure the hire of the Hall. If the Hall is subsequently let to another party, the Committee may waive this condition.
14. Will ensure, in respect of the neighbouring residents, ensure noise levels are kept to a minimum. This includes arrival, during and leaving the event.
15. Will ensure no animals, other than assistance animals, are brought into the Hall.
16. Will not permit smoking within the Hall.
17. Is responsible for leaving the Hall and the car park in a clean and tidy condition at the end of their event.
18. Will ensure that all external doors within the Hall are locked at the end of the hire period.

19. Will return any items moved during the period of hire, are returned to their original location at the end of hire.
20. Will turn off any lighting and heating at the end of the hire period. Failure to do so will incur a charge of £20.
21. Notes that if conditions 14-17 are not met, the Committee will make additional charges to the Hirer.
22. Notes that if the Hall is required for use as a Polling Station, the Committee will cancel the booking. If a suitable alternate date cannot be agreed upon, the Hirer will be given a refund of their deposit.
23. Agrees that if the Hall is rendered unfit for use for its intended purpose, the Committee will, after discussion with the Hirer, cancel their booking. The Committee will not be liable to pay any costs incurred by the Hirer because of this.
24. Notes that if a key is supplied to the Hirer;
 - a. A deposit of £30 this must be given to the Committee.
 - b. The key must be returned to the Committee immediately after the event, or at a time agreed with the Committee via the Bookings Coordinator.
 - c. If the key is not returned at the agreed time, the Hirer forfeits their deposit.
25. Agrees that no equipment or materials will be left on the premises except with prior permission from the Committee via the Bookings Coordinator. The Committee are not responsible for any damage to such equipment.
26. Agrees that no signage, advertisements, displays will be used outside the Hall until the day of hire.
27. Notes that the Committee reserves the right to decline any requests for hire of the Hall.
28. These terms supersede all previous Conditions of Hire.

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Harold Tomlinson, Chairman, Stillington Village Hall Committee

Signed on behalf of the Trustees of Stillington Village Hall

.....13th Nov 2022

Date Executed

.....Hirer's Signature

.....Hirer's Full Name

.....Date Executed