

# Little Missenden Village Hall Terms & Conditions of Hire

As the HIRER you shall, during the period of the hiring, be deemed to be the 'RESPONSIBLE PERSON' and it is ESSENTIAL that you read and comply with the [PUBLIC SAFETY REQUIREMENTS](#) attached to the Booking Form.

In addition, the Hirer is responsible for:

- The administration, organisation and overall supervision of the premises.
- The protection of the fabric and the contents; their care and safety from damage however slight, or change of any sort.
- The behaviour of all persons using the premises and surrounding area whatever their capacity.
- The proper supervision of safe and considerate car parking arrangements, so as to avoid obstruction of the highway, fire exits or nuisance to neighbouring properties.
- The consideration of local residents in terms of safety and noise. The Hirer must ensure the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
- Ensuring that TWO or MORE responsible people are available to help supervise and, together with the hirer, are suitably qualified to supervise the group, especially when young children or under 18 year olds are present.
- Ensuring that NO SMOKING is allowed anywhere inside the Village Hall.
- The proper supervision of the movement of tables and chairs to minimise risk of injury.
- The Hirer shall ensure that none of the following items are brought into the premises -Illegal drugs, highly flammable substances, heating appliances, fireworks, animals (except guide or hearing dogs); and that no fireworks or smoke machines will be used at the hire event.

## LEAVING THE HALL IN GOOD CONDITION

The Hirer agrees to be responsible for ensuring that the Premises and its associated equipment (including but not limited to, crockery, cutlery, electrical appliances and furniture) are left in good and clean condition.

- Any decorations must be removed before leaving the Hall.
- Please ensure that tables are carefully stacked back under the stage and that chairs are replaced in the racks at the back of the stage.
- Please ensure all surfaces are clean and that the floor is swept. Cleaning materials, mops and brushes are available at the Hall.
- General waste may be disposed of in the Biffa bin provided in the car park. Glass CANNOT be disposed of here: hirers must take away bottles and glass with them.
- Smokers are requested to use the ash boxes outside at the main entrance to dispose of cigarette ends.
- The Hirer undertakes to be responsible for the effective security of the premises and contents for the duration of the hire period, and for ensuring that the building is left securely locked after use by the Hirer. After checking the security of all doors and windows, the Hirer should leave by the Main Entrance doors, which should be securely closed behind them.
- Should any premises or equipment be left in an unsatisfactory condition following inspection by a member of the Village Hall Management Committee, then an extra charge may be applied to cover the cost of rectifying such condition.

## USE OF THE HALL AND AVOIDING NUISANCE TO NEIGHBOURS

The Hirer understands that the hire period shall include any period of time during which the Main Hall/Committee Room/Kitchen is being used by the Hirer, including for preparation purposes.

- The Village Hall may only be used between the hours of 10.00am and 12.00 midnight (other times by arrangement) and for the purposes for which a Premises Licence has been granted. These include use by the public for: specified sporting activities, plays, films, music, singing, dancing, certain entertainment and refreshments. No collections, games of chance, sweepstakes or lotteries, nor any betting shall be conducted on the premises unless conducted as fundraising and with the agreement of the Little Missenden Village Hall Committee.
- The number of persons permitted in the premises at any one time shall not exceed 160, or 120 for seated dining.

- Any vehicles parked in the Village Hall Car Park are at the Hirer's risk. The Hirer will ensure that any such vehicles do not obstruct the premises Fire Exits.
- All amplified music shall be played in such a manner that it does not cause a nuisance to those living in close proximity. All doors and windows should remain closed during periods of amplified entertainment apart from access and egress.
- The premises shall be vacated as quickly as possible at the conclusion of the event, and patrons shall leave in a quiet and orderly manner.

#### SALE AND CONSUMPTION OF ALCOHOL

Should an event involve the sale of alcohol on the premises, then the Hirer is advised to apply for a "Temporary Events Notice" (TEN) from Chiltern District Council Licensing Dept, at least two weeks prior to the event. The TEN should be clearly displayed within the premises for the duration of the event. Please be aware that Little Missenden Village Hall, in common with unlicensed premises, is granted 12 TENs in each calendar year.

The Hirer must ensure that:

- No alcoholic beverages are sold to or made available to any person suspected of being under 18 years of age.
- Care is taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in the immediate vicinity.
- Persons under the age of 16 years are not admitted and remain on the premises when alcohol is being sold unless accompanied by an adult.
- No alcohol in open vessels (e.g. glass, bottles cans, polycarbonate vessels) shall be allowed to be taken outside the premises at any time.
- No person, other than the person holding a TEN, shall operate a bar, or sell alcohol on these premises.

#### DAMAGE, CLAIMS AND INSURANCE COVER

- Damage to the fabric or contents of the Village Hall shall be reported to the Booking Secretary immediately after the letting. The Hirer shall repay the Little Missenden Village Hall Committee for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.
- Little Missenden Village Hall Committee holds a PRS licence for the village hall but the hirer may require a PPL licence – refer to [www.ppluk.com](http://www.ppluk.com). The Hirer shall be responsible for all actions, costs, expenses, awards of damage etc relating to any claims following the unauthorised play, playing, performance or use of any records, audio tapes, video tapes, compact discs, mini discs, etc or the unauthorised use of any apparatus or equipment which happens during the period of hire of the hall.
- Claims Following Death or Injury: The hirer will be responsible for all costs, expenses, settlements and awards of damages etc in respect of the death of or injury to any person arising out of or in connection with the use by the Hirer of the Hall.
- Claims about Property: The Hirer will be responsible for settling all claims including costs, expenses awards of damages etc relating to claims following damage to or the loss, theft, or removal of any property brought to or left in the hall. The Hirer understands that the Village Hall Management Committee and its Trustees cannot be held responsible for any loss or damage to personal clothing or effects belonging to any persons hiring or using the premises.
- The Hirer should ensure that they hold appropriate insurance cover for the events that they organise. In particular it is strongly recommended that where hirer's are directly responsible for supervising children on BOUNCY CASTLES or similar they should take out appropriate cover.
- Little Missenden Village Hall Committee is insured against any claims arising out of their own negligence.
- As determined by the nature of the event, and at the discretion of the Village Hall Management Committee, the Hirer agrees to pay a deposit to cover any damage. The Village Hall Management Committee undertakes to return the deposit in full within seven days from the date of the event if no costs are incurred.

**The Village Hall Management Committee reserve the right to turn down any application from a potential Hirer if it feels such an application may compromise these Terms and Conditions.**

**Date reviewed: 30/01/2013**