

CLEARBROOK VILLAGE HALL

STANDARD CONDITIONS OF HIRE

1. The HIRER shall be aged 18 years or over and is responsible for the supervision of the following during the period of hire:
 - 1.1 The premises, including the fabric and the contents, their condition and any damage however slight, or change of any sort.
 - 1.2 For the safety and behaviour of all persons using the premises in whatever their capacity, which shall include, maintaining the NO SMOKING policy and the supervision of car parking arrangements so as to avoid obstruction of the highway.
2. The HIRER shall not sub-hire the premises or use/allow the premises to be used for any unlawful purpose. No material or items of any sort shall be taken onto the premises that may endanger the lives of any persons in attendance or the premises itself.
3. The Hall is not licensed for the sale or supply of alcohol. If alcohol is to be sold or supplied the HIRER must liaise with the Hall Booking Co-ordinator to obtain a Temporary Events Notice which will cost £30.00.

3.1 Licence

The Hall has a “Premises Licence NO Alcohol” (PLNA0024) licence. The Licensable Activities authorised by the Licence are:-

- a performance of a play
- a performance of live music
- any playing of recorded music
- a performance of dance

- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- entertainment facilities for making music
- entertainment facilities for dancing
- entertainment of a similar description to that falling within entertainment facilities for making music or dancing

3.2 Copyright Plays (including musical plays, operas etc.)

The Committee does NOT undertake to obtain permission for the performance of copyright plays. The responsibility for complying with the law in this respect rests with the HIRER.

4. The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage plays.
5. The HIRER shall indemnify the Committee for the cost of repair of damage done to any part of the property including the curtilage thereof and or the contents of the building which may occur during the period of hire and as the result of the hire. The Committee has the Hall insured for Public Liability up to £1m. in respect of any one occurrence. The HIRER is responsible for insurance to cover any equipment or props brought into the Hall.
6. If the HIRER wishes to cancel the booking, the question as to payment of the hire fee due may be at the discretion of the Committee.
7. At the end of the hire period, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secure unless directed otherwise. Any contents temporarily removed from their usual positions should be properly replaced, otherwise the Committee shall be at liberty to make an additional charge. The HIRER shall check that all heaters, lights and electrical equipment are properly switched off before they leave the premises.

8. The Committee reserves the right to cancel any hire in the event of the Hall being required for use as a Polling Station for a Parliamentary, European, Local Election or by-election or in the event of a civil emergency.
9. The Committee reserves the right to review and revise the terms and conditions of hire from time to time.
10. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.
11. In the absence of any permanent Hall staff, the Committee relies on the HIRER to pay due regard to the safety of the persons using the Hall during the period of hire. Users of the Hall should be briefed by their leader as to the location of the Fire Exits and the assembly point across the road in the car park. HIRERS should familiarise themselves with the FIRE PRECAUTIONS (See Appendix 1 to this document).
12. The HIRER is reminded of the need to avoid causing a nuisance to adjoining property and its residents through loud and noisy activities. Any incident whereby the HIRER is found causing a disturbance on the Hall property will result in refusal of future lettings.
13. The HIRER is to inform guests at any Wedding Reception that confetti is NOT to be used or thrown in or on any part of the Hall property.
14. All refuse must be taken away by the HIRER on leaving the Hall.
15. There are NO tea towels in the Kitchen for HIRERS to use.
16. An electric cooker, microwave, dishwasher and refrigerator are available for use on the understanding that the HIRER MUST leave them in a clean condition after use. There are no very large cooking utensils available in the Kitchen. Water must be emptied from the Urn after each hiring.

17. Crockery, cutlery and wine glasses for up to 80 persons are available for hire at £10.00 per function for crockery and £5.00 for cutlery and glasses.
- 18.** HIRERS should familiarise themselves with the instructions for using the Air Conditioning/Heating units in the Hall. Instructions will be found on the wall near the three units on the back wall of the Hall. The Fire Exit door should NOT be opened when these units are in use as this will negate the purpose for which they are designed.
19. Advertising and publicity material should include ‘Clearbrook Village Hall’ please.

HALL CHARGES

£10.00 per hour.

£70 all day (8.30 a.m. – 5.00 p.m.)

£50 per evening (6.00 p.m. – 12.00 p.m.)

CCA/PEM – 1.2.07