

**ORSTON VILLAGE HALL CHARITABLE TRUST
STANDARD CONDITIONS OF HIRE OF VILLAGE HALL**

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

The premises are licensed for the sale of alcohol, public music, singing and dancing in accordance with the Licensing Act 2003. The maximum occupancy is 150. Details of the License Terms are summarised at the end of these Conditions and the hirer should pay particular notice to the times stated.

Should the Hirer wish to hold an event which does not comply, this will be at the sole discretion of the Village Hall Management Committee.

We operate a strict 'No Smoking' policy throughout all parts of the Hall, and this must be observed at all times. Smoking outside in the immediate vicinity of the entrance should be controlled.

The Hirer will, during the period of hiring, be responsible for the 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 proper supervision of car parking so as to avoid obstruction of the highway.

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for anything any unlawful purpose or in any unlawful way nor do anything or bring anything onto the premises anything which may endanger the same.

The Hirer must ensure their function complies fully with all and any relevant legislation, including the law relating to gaming, betting and lotteries.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

The Hirer shall ensure that any electrical appliances brought onto the premises have been PAT tested and are used in a safe manner.

The Hirer shall at their own cost set out any tables and/or chairs required for their event and ensure they are replaced afterwards.

The Hirer shall indemnify the Committee for the cost of any repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of hiring as a result of the hiring.

The Insurance Policy covering the Village Hall does not provide cover for injury or damage to the Hirer, or a third party, arising from negligence on the part of the Hirer or from any circumstance in which the Committee has no responsibility. All Hirers of the Hall are therefore recommended to take out an insurance policy to cover the risks described above.

If the Hirer wishes to cancel a booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Committee.

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The Hirer shall ensure that no dogs except Guide Dogs shall be brought into the Hall.

The Hirer shall at the end of hiring be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make additional charge.

The Committee reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any money paid.

In the event of the Hall or any part thereof being rendered unfit for use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting damage or loss whatsoever.

All Hirers or Users of the premises must, on arrival at the premises check the following;

- Emergency Lighting is in order
- Exit or Emergency Exit signs are provided
- Siting of Fire Appliances
- All Gangways, passages, staircases and exits are clear of obstructions.

In case of fire:

- Evacuate the public from the premises
- Call the Fire Service using either a mobile phone or the nearest telephone in accordance with the procedure for Emergency Calls. When connected to the Fire Service give the address clearly: "Fire at Orston Village Hall, Lombard Street, Orston, NG13 9NF". **Ensure location is correctly repeated by the operator.**
- Attack the fire with the appropriate appliance, ensuring there is no danger to the person using the appliance.

Premises License terms:

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| • Normal opening hours | Monday to Saturday | 08:00 to 00:15 |
| | Sunday | 08:00 to 23:15 |
| • Sale of alcohol | Monday to Saturday | 10:30 to 24:00 |
| | Sunday | 10:30 to 23:00 |
| • Provision of regulated entertainment | Monday to Sunday | 08:00 to 24:00 |

N.B.

- 1. Non-standard hours apply to New Year's Eve**
- 2. Hirers must ensure that vehicles parked by visitors to their event do not obstruct the entrance to Lombard Street. To assist in controlling parking, bollards are available on request.**