

**LITTLE GRANSDEN VILLAGE HALL**  
**Charity no. 300404**

**Standard Conditions of Hire**

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**These standard conditions apply to all hiring of the Village Hall. If the Hirer is in any doubt as to the meaning of the following, the Bookings Officer should immediately be consulted.**

**1. Age**

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

**2. Supervision**

The Hirer shall, during the period of 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 proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Bookings Officer, 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. The Hall may ask for a refundable deposit of up to £300 if damage seems likely.

**3. Use of premises**

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 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.

**4. Permitted Number of People**

The Hirer shall ensure that these figures are not exceeded:  
Main Hall with seating and tables (e.g. party) 150  
Main Hall standing only (no furniture) 350  
Main Hall seating without tables (e.g. theatrical performance) 200  
Committee/Meeting Room 12

**5. Gaming, betting and lotteries**

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.

**6. Licensable activities**

(a) The Hirer shall ensure that the Village Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Hall, the Hirer should ensure that they hold the relevant licence, or the Village Hall holds it.

(b) The Village Hall has a Premises licence restricting the following regulated entertainment and licensable activities to the times indicated

Performance of plays: 1200-2400 hrs  
Exhibition of films: 0900-2400 hrs  
Indoor sporting events: 0900-2400 hrs  
Performance of live music: 1200-2400 hrs  
Playing of recorded music: 1200-2400 hrs  
Dancing: 1200-2400 hrs  
Sale /Provision of alcohol: 1200-2400 hrs

(Note that the Hirer must still obtain the appropriate Licence and provide a copy to the Bookings Officer if alcohol is to be sold)

**7. Wifi usage**

The Hirer may make use of the Wifi network for the duration of their hire. The Hirer shall not use the Wifi for any illegal activity and must comply with the terms of the Hall's Wifi and Broadband policy, a copy of which is displayed in the Hall's foyer.

**8. Public safety compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the Hall's Health and Safety policy. Copies of these documents will be supplied on request.

(a) The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.
- The location and use of fire equipment. (Diagram of location to be supplied)
- Escape routes and the need to keep them clear.
  
- Method of operation of escape door fastenings.

(b) The Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That exit signs are illuminated; or green light is showing
- That there are no obvious fire hazards on the premises

**9. Means of escape**

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

(b) The emergency exit lighting switch that illuminates all exit signs and routes can be turned on during the whole of the time the premises are occupied. This switch is situated on the left hand side of the double exit doors in the main hall; the emergency exit lights will still illuminate in the event of a power cut.

**10. Outbreak of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be recorded using the forms to be found in the kitchen by the First Aid box.

**11. 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 and thermometer. Food MUST NOT be left on the premises once the Hire has ended.

**12. 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 in a safe manner in accordance with the Electricity at Work Regulations 1989. The Bookings Officer may ask for visual evidence regarding the state of an appliance at the time of booking. A Residual Current Device (RCD) should ideally be used.

**13. Insurance and indemnity**

(a) The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- (ii) all claims, losses, damages and costs made against or incurred by the Village Hall Management Committee (VHMC), their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the VHMC, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the VHMC and the Village Hall's employees, volunteers, agents and invitees against such liabilities.

(b) The VHMC shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Village Hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the VHMC and the Village Hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the Village Hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Bookings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the VHMC to rehire the premises to another hirer.

The Village Hall is insured against any claims arising out of its **own** negligence.

**14. Accidents and dangerous occurrences**

The Hirer must report all accidents involving injury to the public to a member of the VHMC as soon as possible and complete one of the report forms to be found near the First Aid Box in the kitchen. Any failure of equipment belonging to the 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 by the Village Hall to the Health & Safety Executive under the Reporting of Injuries, diseases and dangerous occurrences Regulations 1995 (RIDDOR).

**15. 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 VHMC. No decorations are to be put up near light fittings or heaters.

**16. Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used in the building without the consent of the VHMC. Portable liquefied propane gas (LPG) heating appliances are forbidden.

**17. 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.

**18. 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 the Village Hall. No animals whatsoever are to enter the kitchen at any time.

**19. Safeguarding children, young people and vulnerable adults**

The Hirer shall, at all times ensure all activities open to children under 18 years of age comply with the Children's Act 2004 (inc additions and amendments). The Hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Hirer must provide the Committee with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

**20. Fly posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the VHMC 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.

**21. Sale of goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices. Further detail can be found in Cambridgeshire ACRE's Village Hall Information Sheet 34, sale of goods, a copy of which is available from the Bookings Officer.

**22. Film shows**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

**23. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to arrange a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall. The 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 VHMC 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 similar disasters.

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

**24. End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and must check that:

The floor has been swept

Chairs are returned to their places at the side of the hall BUT NOT in front of the heaters.

Tables (if used) have been wiped down.

Kitchen surfaces and equipment (if used) are cleaned.

Rubbish bins (when full) have been emptied.

Waste food is put in the external green bin and not left in an internal bin.

Toilets have been checked.

Lights are extinguished (including external floodlights)

Fire exit lights are returned to 'waiting' position

Heating controls are left in 'automatic' position.

All windows and exterior doors are closed.

Basic cleaning equipment is kept under the sink and in a locked cupboard in the ladies' lavatory. The Bookings Officer will explain where the key is to be found.

**25. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment comply with any other licensing condition for the premises.

**26. Stored equipment**

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Village Hall may, use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the VHMC disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

**27. 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 Bookings Officer. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the Hirer who must make good to the satisfaction of the VHMC if any damage is caused to the premises by such removal.

**28. No rights**

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

**29. Dangerous and unsuitable activities**

Activities involving danger to the public or of a sexually explicit nature are prohibited.

**30. Smoking**

The Hirer shall, and shall ensure that the Hirer's invites, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The use of e-cigarettes or 'vaping' is not permitted in the Hall.

**31. Damage/Breakages**

Any damage to the Hall or breakages caused or seen should immediately be reported to a member of the VHMC. Activities that involve kicking, throwing, projecting or firing items (eg Footballs or volley balls) around inside the Hall and/or which may lead to damage are not permitted inside the building.

IN AN EMERGENCY  
DIAL 999  
THE POSTCODE IS SG19 3DP  
EVACUATE THE HALL  
CHECK THAT EVERYONE IS ACCOUNTED FOR

THE ASSEMBLY POINT IS BEHIND THE WIRE FENCE ALONGSIDE THE ENTRANCE