



Hire terms and Conditions

Please read, and sign your acceptance on your Booking Form.

The Hire Terms and Conditions apply to all events held in Worlaby Village Hall. Failure to adhere to these conditions will result in a breach of licence and may mean that your event is cancelled.

General Conditions

Anyone wishing to hire the premises '**The Hirer**' must complete the booking form and return it to **the Secretary or Assistant Secretary**. For certain types of booking a security deposit may be payable on booking. The deposit is refunded if the Village Hall is left in a clean and tidy condition, free from damage. Please see below at Breakages. The Village Hall and surrounding area is strictly **NO SMOKING**.

Furniture must not be removed from inside the hall. For outside events we have plastic chairs and wooden trestle tables

Health and Safety.

It is the sole responsibility of the hirer to ensure that the health, safety and welfare of any persons in attendance are met. The hirer must not store or bring on to the premises anything which may become a nuisance, annoyance, disturbance, inconvenience or cause injury or damage.

Prior notification of intention to hire equipment such as a bouncy castle must be given along with a copy of the hirers insurance.

Conduct

It is the responsibility of the hirer to exercise control over the conduct of all persons in attendance and when leaving the event. Where we receive complaints as to dangerous, noisy or offensive activity we reserve the right to terminate the booking with immediate effect.

Public and Trade Events and Fairs.

If your event or fair is expected to attract over 150 people, the hirer must check with the **North Lincolnshire Event Safety Group (ESAG)** about requirements for a **Risk Assessment** to be submitted. Details of any activities taking place outside the Village Hall and the detailed location of any outdoor stalls and pitches must be agreed in writing with the Committee 10 days in advance of the event.

Sound Monitoring

We want to make sure that we do not disturb residents living close to the Village Hall. The hirer must make sure that sound is kept at an appropriate level throughout the hire period. eg. **door and windows must remain closed during evening live music performances**. Where we receive complaints that the sound levels are excessive, we will ask the hirer to reduce the level. Failure to comply with this instruction is a criminal offence under the **Public Order Act** and will result in immediate closure. The Hall itself has a licence issued by the Performing Rights Society covering **PRS** and **PPL**.

Young People and Teenage Parties.

The hirer must ensure that any children under the age of 18 are supervised by an adult at all times.

If hiring a bouncy castle a copy of the company's insurance must be provided with the booking form.

Where the Village Hall is booked to hold a party for young people aged between 14 and 21 years, the hirer must ensure that, in the interest of safety, the door is staffed by responsible adults or registered door staff, and to ensure that licensing laws relating to the consumption and purchase of alcohol are met.

Alcohol

It is the responsibility of the hirer to ensure that the appropriate licence is obtained for the sale of alcohol. Please note that if you sell tickets for an event and give a complimentary glass of wine, you will still require a licence.

Decorations

Any decorations must be discussed when booking. Please do not fix posters or decorations to the walls as damage inevitably occurs and the hirer will be held liable for repairs.

Vehicles

Please ensure that all vehicles are parked within the recreation ground, to prevent inconvenience to nearby residents.

Please ensure that there is clear access for emergency services at all times.

Fire

Please familiarise yourself with the **Fire and Safety Regulations** and precautions on the notice board. In the event of the **Fire Alarm** being activated, the hirer must ensure that all persons in attendance vacate the premises by the fire exits in a calm and orderly manner. Fire Exits must be kept clear at all times. Improper or malicious use of the fire extinguishers will incur a charge.

Heating water for large functions

The hall is currently set up to have sufficient water heated for average hall use. If a large event is anticipated with the need for additional hot water the tank must be switched on. (it

will take approximately 40 to 60 minutes to fully heat up) The controls are in the Wilson Room. Once the function is concluded the tank must be switched off.

Clearing Up

The hirer is responsible for leaving the building in a clean and tidy condition. Arrangements to have the hall cleaned after your event can be arranged please ask at the time of booking. Please ensure that all rubbish is placed in the bin outside the Village Hall. The dishwasher must be empty and drained. The hot water for drinks must be switched off. Both the ladies and gentlemen's toilets must be checked before leaving the hall and should be available and clean for the next users of the hall. All the furniture and chairs etc must be returned to their original positions in the hall for the ease of the next users.

When leaving the building you must inform the nominated member of the committee that your event is finished.

Payment

Full payment is due 10 working days prior to the event. Payment to include any additional cost as per the booking form. (Unless alternative arrangements have been made).

Breakages

A £100 refundable deposit is required for any damages, additional cleaning or unnecessary incurred cost above the normal use of the hall by the hirer. This is due 10 working days prior to the event and will be refunded (minus any costs) within 7 days of the event.

Cancellations

Any cancellations must be notified in writing or by email 10 working days prior to the event otherwise we reserve the right to make a charge.

The hirer agrees to abide with the Committees Conditions of Hire, and will comply with all reasonable instructions made by Committee Members.

The conditions apply to all facilities at Worlaby Village Hall and surrounding vicinity.