
Terms & Conditions

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Offley Hay Village Hall Standard Conditions of Hire

N.B. These standard conditions apply to all hiring of the Offley Hay Village Hall. If the Hirer is in any doubt as to the meaning of the following, the Booking Clerk should immediately be consulted.

1. General

2. In consideration of the hire fee described on the signed booking form the Offley Hay Village Hall agrees to permit the Hirer to use those parts of the premises for the purpose described and for the period described on the booking form.
3. If The Hirer proposes to sell alcohol at an event, the Hirer must apply for a Temporary Event Notice (TEN) from Stafford Borough Council. The Hirer shall obtain the consent of the Offley Hay Village Hall Management Committee before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENS which can be granted annually for any premises. The licence or a copy, must be produced before the Booking Agent, 10 days prior to the event.
4. The hirer agrees not to exceed the number of people specified on the Booking Form.
5. The hall available for private hire only. It is not licensed for public events
6. The Hirer agrees with the Offley Hay Village Hall to be present during the hiring and to comply fully with this Hire Agreement.
7. The hours of hiring must included time for preparing the hall for the event and for clearing up afterwards.
8. The hirer at the end of the function must remove all rubbish from the premises, including the grounds and the car park.
9. The Village Hall Management Committee, or their authorised representatives, have right of access to all parts of the Hall at all times, including during any periods of hire.
10. It is hereby agreed that the Standard Conditions of Hire and any additional conditions that the Offley Hay Village Hall Management Committee deem necessary shall form part of the terms of this

Hiring Agreement unless specifically excluded by agreement in writing between the Offley Hay Village Hall and the Hirer

11. 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.

12. 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 Booking Clerk 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.

13. Use of premises and equipment.

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 permission.

Offley Hay Village Hall has a fully equipped kitchen. If any items in the kitchen are used, the Hirer is responsible for the notification to the Booking Agent of any breakages, and that every item should be returned to its correct place. All items in the kitchen, i.e. cooker, microwaves, kettle, dishwasher etc are to be left in a clean and hygienic condition. . The cooker, including the ovens, if used, should to be cleaned after use. All rubbish should be put into black bin liners, and placed in the Council refuse bins outside. If these are filled, then the Hirer is responsible for the disposal of this rubbish.

No glassware is to be taken outside of the Hall.

Please note that tea towels are not provided.

The keys must be returned to the Booking Agent at the end of the let.

5. Capacity

The maximum number of persons permitted to use the Hall at any one time is 140.

The following restrictions apply.

1. Main Hall – 100

2. Copmere Room – 40

3. **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.

4. **Licensable activities**

If any licences are required in respect of any activity in the Offley Hay Village Hall the Hirer should ensure that they hold the relevant licence or the Offley Hay Village Hall holds it.

8. **Public safety compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority and the Licensing Authority, 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.

(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.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of an entertainment or play 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 any fire doors are not wedged open.
- That exit signs are illuminated.
- 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 lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

10. Outbreaks of fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Secretary of the management committee.

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.

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. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

13. Insurance and indemnity

(a) The Hirer shall be liable for:

- The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the cartilage thereof or the contents of the premises
- all claims, losses, damages and costs made against or incurred by the Offley Hay Village Hall management committee, 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
- all claims, losses, damages and costs made against or incurred by the Offley Hay Village Hall management committee, 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 Offley Hay Village Hall management committee and the Offley Hay Village Hall's employees, volunteers, agents and invitees against such liabilities.

13. Insurance and indemnity (Continued)

(b) Offley Hay Village Hall 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. Offley Hay 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 Offley Hay Village Hall management committee and the Offley Hay 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 Offley Hay 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 Booking Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall Booking Clerk to rehire the premises to another hirer.

Offley Hay 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 Offley Hay Village Hall management committee **as soon as** possible and complete the relevant section in the Offley Hay Village Hall's accident book, which can be found in a labelled kitchen cupboard. Any failure of equipment, either belonging to the Offley Hay Village Hall or brought in by the Hirer, must also be reported **as soon as possible** to the Booking Clerk. Certain types of accident or injury must be reported on a special form to the local authority. The Booking Clerk will give assistance in completing this form. This is in accordance with 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, including the outside areas i.e. gardens, car park or driveway.

(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

(c) The use of Chinese Lanterns is prohibited at any time.

16. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used. We ask that if the Hirer makes any changes to the installed central heating, it is to be put back to its original settings.

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 Offley Hay Village Hall. No animals whatsoever are to enter the kitchen at any time.

19. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau (CRB) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Offley Hay Village Hall management committee with a copy of their CRB check and Child Protection Policy on request.

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 Offley Hay Village Hall's management committee 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.

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.

22. Rates of Hire

Rates of Hire are as set out in the Booking Form. A deposit will be required at the time of booking. In addition, for "one off" users a further deposit equivalent to the total booking fee, up to a maximum of £50 per day will be required at the time of booking. This is to cover any damage/breakages that may

occur, and/or the cost of cleaning/tidying the hall if it is left in poor condition. This deposit will be returned, should no rectification cost be sustained.

23. Cancellation

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

Offley Hay 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 Offley Hay Village Hall management committee 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 or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Offley Hay 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, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Offley Hay Village Hall shall be at liberty to make an additional charge. The tables must be placed back in the position they were 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. No music should be played after midnight. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

Prior approval by the Committee of Offley Hay Village Hall Management Committee should be sought for any outside event using outside music or outdoor activities.

It is recommended that the Hirer advises neighbours of Offley Hay Village Hall of any events which are likely to cause a disturbance.

The use of generators is restricted to between the hours of 08.00 and 20.00.

26. Stored equipment

The Offley Hay 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.

Offley Hay 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 Offley Hay Village Hall management committee 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 Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Offley Hay Village Hall remain in the premises at the end of the hiring. It will become the property of the Offley Hay Village Hall unless removed by the hirer who must make good to the satisfaction of the Hall trustees any damage 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 performances

Performances involving danger to the public or of a sexually explicit nature shall not be given.

Dated January 2016