

Stillington Village Hall – Charity Number 1076571
Hiring Agreement and Conditions of Hire

The Hirer

- 1) Agrees to pay 50% of the overall hire charge at the time of booking.
- 2) In the event that the Hirer cancels their booking the deposit paid is forfeit.
The Committee may waive this condition at its own discretion
- 3) Be fully responsible for all the premises during the period of hire including the car park and all internal and external fixtures and fittings
- 4) Must ensure that the cars of event participants and those parked on Hall View do not cause any obstruction to other road users and local residents
- 5) Must ensure that noise levels are kept to a minimum and will respect neighbouring residents at all times including arrival, during and leaving the event.
- 6) Must not use the premises for any other use or reason other than that for which agreement has been given by the Bookings Coordinator
- 7) Must not sub-let the hall for any unlawful purpose or bring anything into the hall that is unlawful
- 8) Will familiarise themselves, and any other relevant individual, with the Fire Safety arrangements and the Health and Safety instructions for the hall. These are located in the kitchen, or can be requested from the Bookings Coordinator
- 9) Is fully responsible for the safe use of any equipment (either the Hirer's own or that owned by the Village Hall). All equipment must be PAT tested
- 10) Is responsible for complying with the Premises Licences for Entertainment and the Supply of alcohol. These are located on the entrance wall or upon request from the Bookings Coordinator
- 11) For events held Monday to Saturday the Hirer must ensure that all music, live entertainment and the supply of alcohol ends by 22.30 hrs unless an extension has been authorised by the relevant authority
- 12) The Hirer must obtain a Full Licence for events held on a Sunday and this is the responsibility of the Hirer
- 13) Must adhere to all relevant Food Safety regulations if selling food
- 14) The maximum number of attendees must not exceed 100 persons
- 15) Must pay any subsequent and required repairs, loss, theft and or replacements of items belonging to the Village Hall, which take place during the period of the hire. This includes damage to the building and car park
- 16) At the end of the event the Hirer will
 - a) Ensure that the hall and car park are left in a clean and tidy condition including placing all rubbish and bottles/packages etc in the waste and recycling boxes located outside the hall
 - b) Ensure that all external doors to the hall are locked
 - c) Return all items used or moved or used during the period of hire, back to their original location
 - d) Turn off all lighting and heating. Failure to do so will incur a charge of £20
- 17) Notes that if the Hall has been rendered unfit for its intended use by the Hirer, the Committee will cancel the booking and return the deposit. The Committee is not liable to pay any other costs incurred by the Hirer because of this

- 18) Must note the following additional conditions
- a) The hall is no smoking
 - b) No animals except for assistance animals are allowed in the hall
 - c) No bouncy castles or trampolines are allowed in the hall
 - d) There must be no external signage, advertisement or display erected outside the hall until the day of hire
 - e) No equipment or material can be left on the premises except with the prior permission from the Bookings Coordinator or Committee. The Committee is not responsible for any damage , theft or loss to such equipment
 - f) In the event that a key is supplied to the Hirer a £30 deposit is payable and the key returned to a nominated Committee member at an agreed time. The deposit is forfeit if not returned at the agreed time
- 19) Stillington Village Hall Committee reserves the right to decline any request for hire of the Hall and its decision is final
- 20) These Terms supercede all previous Conditions of Hire

Signed 

Date 29/1024

Harold Tomlinson, Chairman, Stillington Village Hall
Signed on behalf of Trustees of Stillington Village Hall

To be signed and dated by the Hirer and returned to the Booking Coordinator

I confirm that I will comply with the Terms set out

Hirer's signature

Hirer's Full Name

Date

Hirer's Organisation (If applicable)