

# Hire Terms & Conditions

We ask that you read, understand and accept these Terms and Conditions of hire before making your booking.

1. **Health & Safety Notices**
  - a. The number of persons in the hall at any time must not exceed seated capacity of 185 for the whole premises.
  - b. There is no public telephone in the Hall or the village and hirers are strongly advised to have a mobile telephone available for emergency use.
  - c. All electrical equipment brought into the premises by the hirer must have the minimum recommended electronic testing (i.e. PAT tested).
  - d. **The Hirer must nominate a competent person to take charge in case of Fire. That person must make him / herself familiar with the Village Hall's Fire and Evacuation Procedure, ensure that it is followed in the event of a fire or other emergency and that all persons at the Hall can escape unimpeded through the Fire Exits to assemble in the designated assembly area. Improper operation of the extinguishers will result in the automatic loss of the deposit. Fire Doors MUST remain unobstructed during a hire period.**
  - e. Copies of the Fire and Evacuation Procedure are located in the kitchen.
  - f. First Aid Equipment is provided in the kitchen area. Any accidents must be reported using the Accident Report Forms that are attached to the First Aid Box in the kitchen. Completed forms should be handed to the Secretary or a member of the Management Committee.
  - g. Children below the age of 12 must be supervised at all times and are not permitted in the kitchen area.
2. Cost of letting is reviewed annually and prices charged will be those in force at the time of the hire regardless of when the booking was made. However, at the discretion of the Committee, pre-payment of bookings will secure the rate in force at the time of booking.
3. **At the bookings clerk discretion, a deposit may be required for certain events or for new hirers.**
4. The Hirer is responsible for any damage or loss to the Hall during the hire period, and for the Hall being left in a reasonably clean condition. If the Hall is left in an unsatisfactory state, or if there is loss or damage, the hirer shall indemnify Cowden Village Hall for the cost of repair of any damage done to the building or its contents as a result of the booking. The Hirer shall forfeit the booking deposit (if taken) and in extreme cases any additional costs for cleaning, repairs, loss or replacement may be levied on the Hirer.
5. It is the responsibility of the hirer to report any damage discovered to the committee at the start of the hire period. **Failure to do so means the hirer may be held responsible for the damage.**

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6. Tables, having been wiped over, must be returned to their storage racks and chairs in stacks. Rubbish must be bagged and taken by the hirer.
7. Any equipment used must be returned to its proper storage space after use.
8. **Consumption of Alcohol.** It is the responsibility of the Hirer to have the necessary licence for the sale of alcohol in Cowden Village Hall. This will normally be obtained by the Bar licensee.
9. Please ensure that the central heating and lights are switched off and all doors and windows are securely closed when you lock up the Hall
10. The hall is situated in a residential area, therefore we ask that users are considerate and keep noise levels to a minimum. Any form of music must be kept to an acceptable level. Users should also be considerate when leaving the hall.
11. The hirer is responsible for any insurance cover his or her function or activity may require. (Cowden Village Hall is insured against any claims arising from its own negligence.)
12. The hirer must ensure that all regulations laid down by the Licensing Authority, Fire Authority and Cowden Village Hall are obeyed.
13. The hirer must not sub-let or use the premises for any unlawful purpose nor endanger the premises or its users.
14. The Management Committee endeavour to provide a Hall that is clean and tidy for all users. In order to do this, the Terms & Conditions set out above must be adhered to by all who use the Hall. Any Hirer who does not abide by them will incur, by way of the loss of all or part of their deposit (if taken) or extra charges for cleaning or tidying of the Hall.
15. The Management Committee reserves the right to change these Terms & Conditions at any time at their discretion.
16. The Management Committee reserves the right to refuse entry to any person.