

# Upham New Millennium Village Hall

## Terms and Conditions of Hire

### The hirer must

- Be 21 years of age or over
- Be present during the hire period
- Arrange for children to be supervised by adults at all times
- Only use the premises for the purpose stated on the booking form
- Pay the relevant hiring fee and returnable deposit before a booking can be confirmed
- Not block the access track into the adjacent field
- Ensure carpark routes are clear and emergency vehicles can access the building at all times
- During evening hires, turn down any music by 11pm and vacate the building by 12 midnight
- Ensure any electrical equipment brought to the premise has a PAT certificate of safety
- Make their own arrangements for insuring items and equipment brought into the premises
- Ensure fire doors are useable, not wedged open and passageways are not blocked
- Be conversant with the fire access routes and location of fire-fighting equipment
- Have a fully charged mobile phone on the premises for use in an accident or emergency
- Be aware of the location of the main electrical intake switch in the electrical cupboard
- Be aware of the location of the basic fire-aid kit in the kitchen should it be needed
- Be aware of the location of the accident book in the kitchen
- Report all accidents to the Booking Agent and complete the accident book
- Not exceed the maximum number of people allowed, 180, as stated on the premises licence
- Ensure all relevant legislation is complied with, including the sale of alcohol
- Apply, through the Trustees, for licences for the sale of alcohol (see Booking Agent for details)
- Read and comply with our Safeguarding Policy (see Booking Agent for copy or view online)
- Read our Privacy Notice concerning personal information we collect and how it is used (ditto)
- Not undertake any action that could render our insurances void
- Ensure all equipment is left as found
- Not use the stage unless prior approval is given when it shall be left as found
- Leave the premises clean and tidy, the doors and windows closed and the lights turned off
- Remove all party and catering rubbish from the premises on completion
- Leave the heating thermostats as found
- Leave on-time and return the keys to the key-safe

**The following are not permitted**

- Smoking, within the premises
- Use of smoke machines and water/spray machines within the premises
- Fireworks and firework displays
- Wearing of stiletto heels within the premises
- Entry into the adjoining fields and feeding the horses or other animals
- Use of illegal substances
- Use of highly flammable substances incl gas filled balloons, unless prior approval is given
- Combustible internal decorations, unless prior approval is given
- Candles or devices involving the use of real flames
- Activities that contravene the law relating to gaming, betting and lotteries
- Drunk and disorderly behaviour within the premises or grounds
- Animals, except guide dogs, unless prior approval is given
- Dangerous or unsuitable performances eg of a sexually explicit nature

**Cancellation of bookings by hirer**

- In the event of a cancellation, a full refund will be given, if the Hall is subsequently re-let
- Bookings cancelled at 7 days' notice will receive no refund
- For other cancellations, a refund will be at the discretion of the Trustees

**Cancellation of bookings by Trustees**

- If the Trustees have to cancel a booking when the Hall is required as a polling station, for a village meeting or the like, a full refund will be given
- If the Hall has been rendered unfit for hiring and the Trustees have to cancel a booking eg a fire or vandalism, a full refund will be given
- If the Trustees do need to cancel a booking in the circumstances described above, they will not be liable for any subsequent loss or damage suffered by the hirer

FAILURE TO COMPLY WITH THE ABOVE TERMS AND CONDITIONS AND ANY COSTS THAT ARISE WILL BE DEDUCTED FROM THE BOOKING DEPOSIT HELD BY THE TRUSTEES.

Signed ..... Hirer

Date.....