**WARESIDE VILLAGE HALL – ABRIDGED TERMS AND CONDITIONS OF HIRE**

**PLEASE ENSURE THAT YOU READ THE FULL TERMS AND CONDITIONS WHEN BOOKING**

1. For the purposes of these conditions the term ‘Hirer’ shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

2. The Village Hall Committee (hereafter referred to as ‘the Committee‘) reserves the right to refuse any application.

3. **Closure Times** All events must end by 11.00 p.m.

4. **Hirer’s Responsibilities** The Hirer will be responsible for behaviour and safety, clearing the premises and grounds, supervised parking and noise and shall indemnify the Committee from and against any costs, claims, expenses and damages incurred.

5. **Fire Exits** The Hirer is responsible for clear fire exits and lit signs..

6. **Fire Procedure** In an emergency, please leave by the nearest exit and assemble in The Chequers Inn car park.

7. **Wheelchairs** Whilst a wheelchair is in use the ramps must remain in position outside the front door.

8. **Licences** The hall has a “Premises Licence NO Alcohol” (PL0334). The hall is licensed for playing of live or recorded music.

9. **Rules of Hire** The Hirer is fully responsible for legal use of the hall as stated on the booking form.

10. **Regulations** The Hirer shall comply with all conditions and regulations made in respect of the premises by the relevant authorities.

11. **Sale of Alcohol** The hall is not licenced for the sale of alcohol, therefore the Hirer shall be responsible for obtaining such licences as may be required and any other licence which may be required to cover the event and to comply by the rules.

12. **Smoking** The Hirer is responsible for maintaining a NO SMOKING policy.

13. **Food** All relevant food, health and hygiene legislation and regulations must be adhered to.

14. **Children** The Hirer shall comply with the provisions of the Children’s Act 1989. **No unaccompanied children are allowed on the premises. No bouncy castles or similar inflatable devices allowed.**

**Commercial hirers** should seek all relevant Licences and procedures regarding child protection.

15. **Animals** With the exception of assistance dogs, no animals are allowed inside the village hall.

16. **Hirer’s Electrical Appliances** The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner.

17. **Before Leaving** The Hirer shall be responsible for cleaning all areas and safely securing the premises.

18. **Confetti** Confetti is NOT to be used or thrown in or on any part of the hall property.

19. **Facilities** All appliances and utensils used by the Hirer must be cleaned. Crockery and cutlery for up to 80 persons are available. Any breakages/shortages must be paid for at a cost of £2 per item

20. **Hirer’s Property** No responsibility can be accepted by the Committee for the loss of, or damage to, any private property which may be brought onto the premises.

21. **Hirers should arrange their own public and product liability insurance, including libel and slander.**

22. **Returnable Deposit** The returnable £100 deposit is subject to any damage/additional cleaning

23. **Parking The Village Hall car park has only a small number of spaces. Car parking facilities at “The Chequers” and “The White Horse” public houses should not be used without obtaining prior consent from the respective landlords.**

24. **Emergency Cancellation** The Committee reserves the right to cancel any hire in the event of an unseen emergency/election

25. **Terms and Conditions** These may be revised by the Committee from time to time

26. **Committee’s Responsibility** The Committee shall not be liable to the Hirer for any loss or damage whatsoever arising from the hall being unfit for the purpose of the hire. The booking agent is responsible to and acts on behalf of, the Committee at all times.

Any comments, suggestions or complaints concerning the use of Wareside Village Hall should be made in writing to: - Mrs. K. Kerr, 3 Kingham Road, Wareside, Herts. SG12 7SA