

# LONG SUTTON VILLAGE HALL AND RECREATION GROUND

Registered Charity No. 265318 A/1

## CONDITIONS OF HIRE - VILLAGE HALL

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The term VILLAGE HALL shall refer to the building so known and to its car park, and not the other areas under the management of Long Sutton Village Hall and Recreation Ground Management Committee (the COMMITTEE),

1. No persons under the age of 21 years shall be permitted to hire any of the premises or equipment.
2. The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise and, also, those conditions and regulations contained within the Premises Licence.
3. The Hirer will be fully responsible for any damage to the Village Hall premises, the Grounds or its equipment incurred by any of the attendees of the event.
4. The HIRER shall be responsible for obtaining such licences as may be needed for the sale or supply of alcohol and for the observance of the same.
5. All licensable activities have to cease at 1:00am, excepting New Year's Eve, when provision of late night refreshment must cease at 1.30am.
6. The maximum capacities for various types of functions allowed by the Premises Licence are:
  - a) Dancing (no tables or chairs) 240 persons
  - b) Dancing (with tables and chairs) 140 persons
  - c) Closely seated audience 240 persons
  - d) Seated at tables (restaurant type situation) 150 persons
7. 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.
8. The HIRER shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.
9. The HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children's Act 1989 and that only fit and proper persons have access to the children.
10. The HIRER shall ensure that any electrical appliances brought by him or his agent(s) to the premises and used there shall be safe and in good working order, and used in a safe manner.
11. The HIRER shall ensure that the minimum of noise disruption to others is made on arrival and departure, as well as during the period of hire, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
12. The HIRER shall be responsible for the turning off of all heating, lighting and electrical equipment, with the exception of the water heater next to the sink in the kitchen, which should be left switched on.
13. a) All equipment brought into the VILLAGE HALL must be removed at the end of the booking unless by prior arrangement by the booking clerk (or COMMITTEE representative).  
b) Any equipment or other property left within the Village Hall premises or within the grounds of the Village Hall will be at the Owner's risk. This includes vehicles and the content of vehicles parked on the Village Hall car park or other grounds. Long Sutton Parish Council does not accept liability for any loss or damage to property not owned by the Parish Council.

14. The hire of the main hall or committee room includes the use of the Ladies and Gents cloakrooms. It does not include access to the main store or cleaner's cupboard in the entrance hall.
15. The HIRER shall also have the use of chairs and tables, china, kitchen equipment, etc., if requirements are stated at the time of booking.
16. The HIRER should be aware of the procedure to be followed in the event of an emergency.
17. The HIRER shall ensure that no dogs, except those trained to aid disabled persons and in the company of a disabled person, are brought into the VILLAGE HALL.
18. The HIRER shall ensure that there is no illegal fly-posting in relation to any event for which they have hired the VILLAGE HALL.
- 19. At the end of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, with all refuse placed in the black bags provided and left in the refuse bins. The premises must be properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions replaced. Should any of these conditions not be met, the COMMITTEE shall be at liberty to make an additional charge.**
20. The COMMITTEE shall, at any time, have the right to cancel or terminate the booking if the COMMITTEE knows, or has good cause to believe, that such a booking will lead to a breach of the hiring agreement, licensing conditions, if applicable, or other legal or statutory requirements. In the event of a cancellation or termination under this clause, the refund to the HIRER of any deposit or booking fee already paid shall be at the discretion of the COMMITTEE. The COMMITTEE shall not be liable for any other costs whatsoever incurred by the HIRER (or their agents).
21. The COMMITTEE reserves the right to cancel this hiring in the event of the VILLAGE HALL being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or for any Council approved Civil Contingency requirement, in which case the HIRER shall be entitled to a refund of any deposit already paid. No consequential losses will be accepted.
22. The COMMITTEE reserves its rights over lettings to outside organisations and has right of entry to the VILLAGE HALL at all times.
23. There is wheelchair access and egress to/from the VILLAGE HALL. There is a wheelchair accessible toilet off the entrance lobby.
24. Hire charges may be viewed on the Village Hall web page of the Long Sutton Parish Council website (<http://www.longsutton.org.uk/index.php?page=village-hall>). These charges apply until the end of 2019 when they will be reviewed. Should the charges be raised, any bookings already made will be invoiced at the new rate.
25. If required, an invoice for a deposit will be sent by email and must be paid in full no later than 30 days prior to the booking. An invoice for the booking will be raised in the month following the booking. Hirers are asked to settle that invoice as soon as possible thereafter. If the HIRER wishes to cancel the booking at a date within 30 days of the event and the COMMITTEE is unable to conclude a replacement booking, the deposit will be forfeited.
26. For private parties, dances and other events as decided by the Committee, a £100 Establishment Deposit is required. This deposit will be refunded in full within 7 days of checks being made for any damage to the premises or equipment following the event. Full or partial return of said deposit shall be at the discretion of the COMMITTEE. (Please note that this does not absolve the hirer of the responsibility to make full payment to cover any damage to the premises or equipment)

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