

North Hill Village Hall – Rental Agreement

The **North Hill Village Hall Management Committee** agrees to permit the **Hirer** to use the **Premises** for the **Purpose** and the **Period** described below, in accordance with the **Conditions of Hire** set out overleaf.

Booking Secretary:

Judith Woods, 14, Lynher Way, North Hill, Launceston, PL15 7PA
Tel: 07736379588 Email: bookings@nhvh.co.uk

The Hirer

Name: Telephone Number:

Address:

The Premises

Village Hall / Village Hall plus full kitchen facilities including use of cooker / Village Hall equipment as agreed with the Booking Secretary (delete facilities not required)

The Purpose of Hire:

The Period of Hire: Date: Start Time: End Time:
(period of hire should include any time needed pre/post event)

The Hiring Fee (payable in advance) £ per hour Full kitchen facilities £

Heating for the main hall is by £1 coin in the slot meter.

Your booking will remain provisional until payment is made in full. A deposit of 50% will be accepted to secure the booking.

Signed on behalf of the **North Hill Village Hall Management Committee:**

..... **Date:**

Signed by the **Hirer:**

..... **Date:**

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North Hill Village Hall – Conditions of Hire

Use of the Hall

During the **Period of Hire** the **Hirer** will:

1. The Hirer, not being a person under 18 years of age be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight, or change of any sort. **Children are not permitted** in the kitchen at any time.
2. Be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as not to obstruct the highway. Noise to be kept to a minimum to avoid disturbing our neighbours.
3. Not sub-let, or use the premises for any unlawful purpose or in any unlawful way, or do anything or bring onto the premises anything which may endanger the premises, fabric, or contents.
4. Observe the regulations for or consumption of alcohol and of all other regulations appertaining to the premises stipulated by the Fire Authority, Magistrates Court, or other Authority. **The sale of alcohol is not permitted.**
5. The Hirer shall ensure that at no time either inside or outside the hall there is any drunk and disorderly or violent behaviour or any supply of illegal drugs. Always obtain permission from the Hall Management Committee for the consumption of alcohol on the premises, even if no charge is made.
6. The Hirer, shall ensure that nothing is done in contravention of the law relating to gambling, gaming, betting and lotteries.
7. Indemnify the Hall Management Committee for the cost of repair of any damage done to any part of the premises and or loss of contents during or as a result of the hiring.
8. Ensure that no equipment other than that belonging to the Village Hall is stored in the Premises, unless by prior arrangement. If it is agreed, the village hall does not accept responsibility for and stored equipment or property at the hall.
9. **Portable heating** appliances are **not permitted** at the hall.
10. The Hirer accepts responsibility for the duty of care and shall ensure that any activities with unaccompanied children and or vulnerable adults comply with the provisions of The Children's Act of 1989 and that copies of current and valid DBS checks are available.
11. The Hirer shall ensure that the maximum of 190 people dancing or 120 seated is not exceeded.
12. Please note that tea-towels are not available in the kitchen and hirers must bring their own in the event of their using the kitchen facilities.

Health and Safety

During the **Period of Hire** the **Hirer** will:

1. Acknowledge and adhere to North Hill Village Hall Health and Safety policy at all times. A copy of the Health & Safety policy is on the notice-board.
2. Ensure that the Fire Exit Lights are switched on using the switch in the lobby, above the three switches for the lobby light.
3. Ensure that kitchen surfaces are kept clear of any item not specifically used for food.
4. Ensure that no children are allowed into the kitchen.
5. Ensure that no animals are allowed into the hall or kitchen.
6. Ensure that equipment is only used by competent persons.
7. Ensure that no work at height is done by lone workers.
8. Ensure that all injuries are recorded in the Accident book, which is on the top of the fridge, next to the First Aid box.
9. Ensure that there is No Smoking anywhere in the Premises.
10. Ensure that no unauthorised electrical appliances are used unless by prior arrangement.
11. In the event of a fire leave the building at the nearest exit and dial 999. Meet at the designated assembly point in the car park and the hall emergency representative on 07736379588. The Village does not have a public telephone box and O2 provides the most reliable mobile phone service.

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