



## ORWELL VILLAGE HALL TERMS AND CONDITIONS OF HIRE

### 1. Key

The following terms shall apply:

“OVH” or the “Hall” - Orwell Village Hall

“OVHC” or the “Committee” - the OVH Management Committee.

“Hire” - the period of hire of the Hall for which the booking applies.

“Booking Form” - the form to be provided by OVHC and to be completed by the Hirer that shall indicate acceptance of these Terms and Conditions.

“Familiarisation” or “Fam Folder” - a guide to using the OVH available in the Hall.

“Hirer” – the person or representative of the organisation named on the Booking Form as responsible for the booking.

“Regular User” – individual or organization that hires the Hall on a regular basis, either weekly or monthly or any other frequency.

“Occasional User” – individual or organization that hires the Hall for a single event.

### 2. General

During the hire The Hirer shall:

- a. Be responsible for the safety of their event, the safekeeping and care of the hall and contents and shall report any accident or injury to the OVHC.
- b. Be responsible for obtaining the necessary licence to sell intoxicating liquor if not including on the booking form and shall ensure that glasses are not to be taken out of the hall.
- c. Be responsible for the supervision of the premises, the behaviour of attendees during the hire, and shall ensure acceptable noise levels in this residential area arriving, leaving, setting up or clearing.
- d. Be responsible for the safeguarding of vulnerable people and minors and the implementation of the Disclosure & Barring Service as necessary (ex CRB).
- e. Be responsible for ensuring attendees park reasonably using the car park opposite where possible and to drive off quietly on leaving.
- f. Ensure chairs, tables or other equipment are not dragged over the floor.
- g. Not sub-let the Hall or use the premises for any unlawful purpose nor allow any activity that may endanger attendees, the building and its contents or void any insurance policies in respect of the Hall.
- h. Arrive/depart within the hired period as defined on the Booking Form. (See also Fam folder' in OVH)
- i. Leave the premises and surrounds in a clean and tidy condition, empty internal waste bins to the external dustbins, close the windows, reset the heating control to 10 [as directed on the note by the thermostat], switch off the lights, lock and secure the doors and return all tables and chairs to their designated storage locations. See also Fam Folder in OVH for guidance. In the event that the Hall and Committee Room are in use simultaneously each hirer must ensure the responsibilities for leaving are taken by the hirer to be the last to leave.
- j. Any individual items or equipment used during the hire must be returned to wherever they were found.

- k. For larger functions, especially parties, the Hirer must ensure that all rubbish and recycling is disposed of responsibly taking into account that large quantities, ie quantities exceeding the capacity of the bins, will not be taken by the bin collection.
- l. Comply with the requests or instructions from the Emergency Services, Environmental Officer, or an OVHC member to moderate or stop an event.
- m. Make good in full the cost of repairing any damage to the building or its contents that occurs during the period of Hire or as a result of the Hire.
- n. Be liable for any reasonable charge levied by the OVHC for expenditure incurred in respect of any breach of these responsibilities.
- o. If required, the payment of any advance deposit.
- p. Ensure prompt payment of the fees for the Hire.
- q. Ensure that nothing is attached in any way to the walls, ceilings, or other surfaces in the Hall.

### 3. Insurance

Established groups or groups permanently resident are required to have their own insurance for covering legal liability for accidental bodily injury, illness or disease (including death), accidental damage to the premises or contents and to other property not the responsibility of the-hirers.

### 4. Health and Safety including Fire Precautions.

- a. The Committee has assessed the H&S risks of the OVH and believes it to be safe for the use for which it is licensed providing the numbers using the hall are limited to 160 for dance, disco or theatre type functions and 140 for formal or semi-formal dining at tables. Lighted candles are not permitted in the hall. [Users perceiving a risk have a duty to bring it to the attention of the OVHC].
- b. The Hirer is advised that they have responsibility for managing risks, so far as practicable, arising from their own activities when they have control of the premises or control of equipment on the premises. A risk assessment proforma is available if required. If the Hirer is an entity with one employee or more, they will also have wider duties under H&S and Civil Law.
- c. The Hirer is responsible for drawing the attention of attendees to the signed emergency exits and displayed evacuation procedures, also for arranging tables and chairs to avoid impeding any exits.

### 5. Payment and Deposit

- a. Occasional Users should pay in full for their hire of the Hall within seven days of completion of the hire.
- b. OVHC reserves the right to request the payment of a deposit which must be remitted in full prior to the hire. Further OVHC reserves the right to deduct from the deposit any sums required to correct any issues relating to the Hirer's use of the Hall, including the cost of extra cleaning where required.
- c. OVHC shall refund the balance of the deposit within 14 days of the completion of the hire in the event that OVHC deems that no deductions should be made.
- d. Regular Users should ensure that payment is made for their use of the Hall at least monthly in arrears. Payment should be accompanied by a description of the hire dates being remitted.
- e. Any users may pay for hire in advance.
- f. OVHC will not as a matter of course issue invoices or receipts unless specific request is made. OVHC would prefer payment to be made by direct bank transfer with an email notification to the treasurer.

### 6. Cancellation Policy

- a. Hirers may cancel a booking by informing the Treasurer a minimum of 2 days prior to the booking date without charge.
- b. Any cancellation made less than 2 days prior to the booking date or in the event that the Treasurer is informed after the booking date shall incur the full charge for the booking, unless the relevant session is re-booked by another Hirer.

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