

# **Turville Northend Village Hall**

## **Standard Conditions of Hire**

### **1. Supervision**

The Hirer shall, during the period of the hiring, be responsible for:

- supervision of the premises, the fabric and the contents;
- their care, safety from damage however slight, or change of any sort; and
- the behaviour of all persons using the premises whatever their capacity.

The Hirer shall make good or pay for all damage at replacement cost (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.

### **2. Use of Premises**

The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire.

The Hirer shall not be a person of less than 18 years of age.

The Hirer shall ensure that no animals (including birds) except Assistance Dogs are brought into the premises. No animals whatsoever are to enter the kitchen at any time.

The Hirer will not use an inflatable bouncy castle or other similar leisure equipment.

### **3. Licenses**

If licenses are required in respect of sale of alcohol or entertainments these must be obtained from Wycombe District Council and shown to a village hall committee member a week before the event and displayed inside the hall.

### **4. Car Parking**

There is space for unloading and loading in the lay-by in front of the hall. There should be clear access for Emergency Service vehicles at all times. There is no dedicated parking, though parking is permitted on the edge of the green. Care should be taken to ensure that parked cars do not obstruct the roads around the common.

## **5. Noise**

Noise levels must be acceptable at all times and neighbours considered

## **6. Public Safety Compliance**

The Hirer must shall comply with all conditions and regulations made in respect of the premises by the Fire Authority and Local Authority. The Hirer must ensure they understand and are aware of:

- Location & use of the fire extinguishers and fire blanket and fire exits and that the latter are kept clear at all times
- The action taken in the event of fire. This includes called the Fire Brigade and evacuating the hall.
- In case of emergency the fuse box is located above the front door in the porch

## **7. Electricity**

The Hirer will ensure that any freestanding electrical appliances brought into the hall and used during their hire of the hall shall be PAT tested and in safe and good working order.

## **8. House Rules/Check list**

- \*Pictures/decorations/balloons must not cause damage to the Hall paintwork and must be removed after hire.
- \*Bag up rubbish and leave in bins outside
- \*Mop up spillages and clean surfaces and remove all your food from fridge
- \*Ensure all doors and windows are securely locked
- \*Stack chairs and tables in small committee room
- \*Please note any breakages in the book in the kitchen
- \*On departure switch off all electrical appliances EXCEPT FRIDGE
- \*Hirers must return key to bookings manager

March 2018