

Admaston Village Hall

Conditions of hire

If THE HIRER is in any doubt as to the meaning of the following, the Booking Secretary should be consulted immediately.

For the purpose of these conditions, the term THE HIRER shall mean an individual or, where THE HIRER is an organisation, the authorised representative.

In accepting these conditions THE HIRER agrees to be present throughout the hire period and to abide by the conditions set out in the following document.

Responsibilities

1. THE HIRER will, during the period of the hire be responsible for the supervision of the premises, the fabric and the contents of the hall, their care and safety from damage however slight and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the Highway and due consideration for the Hall's neighbours.
2. THE HIRER shall not use the premises for any purpose other than that agreed at the time of making the booking and shall not sub-hire the venue.
3. The Hall must not be used for any unlawful purpose or in any unlawful way, nor must THE HIRER do anything or bring anything onto the premises that may endanger or render invalid any insurance policies in respect thereof. THE HIRER must not allow the sale of alcoholic liquor thereon unless THE HIRER has the appropriate licence.
4. THE HIRER shall be responsible for obtaining such licenses as may be needed and undertaking appropriate risk assessments.
5. 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.
6. THE HIRER shall comply with all regulations made in respect of the premises by Fire Authority, Local Authority, and Local Magistrates Court or otherwise. Particularly if any event includes public dancing, music, stage plays, or similar public entertainment, at no time must the number of persons in the building exceed 80.
7. THE HIRER, if preparing, serving or selling food shall observe all relevant food health and hygiene legislation and regulations.
8. THE HIRER shall ensure that any electrical appliances brought by them in to the premises and used there shall be safe and in good working order, and used in a safe manner.

9. THE HIRER shall ensure that no dogs, except assistance dogs are brought in to the Hall

Parking

10. Vehicles **must not** park in School Lane, or cause any form of obstruction to the residents in School Lane.
11. If the car park becomes full, THE COMMITTEE would ask you to park on the 'old road' which is highlighted in yellow in the image below. This location can be accessed by returning back down School Lane, following the lane as it bears to the left and then turn left onto the small residential road. School Lane and the Hall can be accessed via a small foot path approximately half way down the highlighted area.
12. Disabled parking is located in the school yard directly in front of the front door of the Hall via a short driveway. Access to this facility should remain available at all times.

Note: Alternate parking location is highlighted in yellow below.



Damages

13. THE HIRER shall indemnify THE COMMITTEE for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings that may occur during the period of the hiring as a result of the hiring.

Cancellation

14. If THE HIRER wishes to cancel the booking before the date of the event and THE COMMITTEE is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of THE COMMITTEE.
15. THE COMMITTEE reserves the right to cancel this booking in the event of the hall being required for use as a polling station for a parliamentary or Local Government Election or By-Election, in which case THE HIRER shall be entitled to a refund.
16. THE COMMITTEE reserves the right to refuse a booking or to cancel this hiring agreement at any time upon giving 7 days' notice in writing to THE HIRER without further liability.
17. In the event of the Hall or any part thereof being rendered unfit for use, the limit of liability of THE COMMITTEE shall be to refund the hiring fee.

End of hire

18. At the end of the hiring, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, including the removal of all waste and rubbish, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. Otherwise THE COMMITTEE will be at liberty to make an extra charge.
Note: Refer to the End of hire check list for further details.