



**The Hirer is required to complete the details overleaf and return one signed copy to the Booking Secretary, within one week, together with a £10 non-returnable deposit, payable to “Hilderstone Village Hall”, or Card Payment. A booking receipt will then be returned to the Hirer.**

**The balance of the Booking Fee must be paid one month before the event, together with a separate £50 Security Deposit which will be refundable within seven days of the hire event provided there has been no damage or breakage to the hall and/or its contents and no lack of cleanliness.**

### **Standard Conditions of Hire**

(If the Hirer is in doubt as to the meaning of the following, the Booking Secretary should immediately be consulted.)

1. **The Hirer** will, during the period of hiring, be responsible for the 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, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway and access to the building for the emergency services.
2. **The Hirer** shall not sub-let or use the premises for any unlawful purposes or any unlawful way, nor do anything or bring into the premises anything which may endanger the same or any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission.
3. **The Hirer** shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the grounds thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. A £50 security deposit will be required to cover such an eventuality.
4. **The Hirer** shall be responsible for making arrangements to insure against any third-party claims which lie against him or her (or organisation if acting as a representative) whilst using the Village Hall. (The Village Hall is insured against any claims arising out of its own negligence). The Village Hall grounds are NOT insured for any third-party risks. The interior of the Village Hall is insured against third party risks, but equipment of any description brought onto the premises by hirers, including bouncy castles, or by persons attending their functions, is not so covered. Hirers must obtain insurance against such third-party risks before the date of the hiring. The Village Hall Committee reserves the right to see written evidence that such cover has been obtained. In the event of evidence not being available for inspection from the hirer, the booking will be cancelled, and any fees paid will not be refunded.
5. **The Hirer** must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Hirer must provide the Committee with a copy of the Hirer's Safeguarding Policy and evidence that the Hirer has carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken by the Hirer to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to the Committee.
6. **The Hirer** shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.
7. 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.
8. At **the end** of the hiring, the Hirer shall be responsible for switching off all heating/lighting and leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise.
9. **The Committee** reserve the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government Election or Bye-Election, in which case the hirer shall be entitled to a refund of any deposit paid.
10. **In the event** of the Hall, or any part thereof, being rendered unfit for the use of which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.



11. **The Hirer** is advised that the Village Hall Management Committee cannot, under any circumstances, accept any liability whatsoever for any article of clothing, food, crockery, personal possessions, equipment etc. brought to the Village Hall during the hire period, and left in the Hall after the event for which the Hall was hired. The Hirer is requested to check all the items brought to the Hall before and immediately after the event and, in the circumstance of any item purported to have been left in the Hall, is to advise the Village Hall Chairman in writing accordingly, when the Committee will endeavour to locate such item, without accepting any responsibility for its return or loss.

HILDERSTONE VILLAGE HALL, SANDON ROAD, HILDERSTONE, STAFFS, ST15 8SF

## Schedule of Special Conditions

The following is a list of terms under which the Hall is let: -

1. All bookings must be made through the Booking Secretary and accompanied by a non-returnable Booking Fee of £10. **The balance of the Booking Fee must be paid one month before the event together with a £50 Security Deposit.**
2. As recommended by the Staffordshire Fire and Rescue Service, the occupancy of the hall in total is 120.
3. The Hirer shall ensure that any electrical appliances brought to the premises and used there, shall be safe, in good working order, and used in a safe manner.
4. Under no circumstances may fireworks or Chinese lanterns be let off on the Village Hall grounds. Smoking is Strictly Forbidden within the hall. No flammable liquids may be brought onto the hall premises.
5. Entertainments must end in accordance with the times stated on the licence summary (displayed on the foyer noticeboard)
6. For evening bookings, the Hall is available for preparations from 3:00 pm on that day, unless there is an afternoon booking on the same day, in which case the Hall will be available from 5:00 pm.  
For all day bookings, the Hall is available from 11:00 am.
7. The use of the kitchen is included in the charges together with supplies of crockery and cutlery including adequate means of boiling water.
8. The Hirers are required to wash all used utensils and to put them all away in a tidy manner before leaving. They are also required to ensure that the Hall is left in a clean and tidy state, to the satisfaction of the caretaker. Two black bags of waste may be deposited in the waste bins, and any recyclables (glass and plastic bottles, cans, cardboard) to be placed in the appropriate recycling container.
9. All food preparation is to be carried out in the kitchen and under no circumstances must it be done in the Hall. (OUTSIDE CATERERS MUST BE INFORMED OF THIS REGULATION). Food preparation must comply with our "Safer Food Better Business for Caterers" documentation and all necessary forms in the 'Kitchen Diary' must be completed.
10. The Hirers must make their own arrangements for setting out, cleaning and re-stacking tables and chairs as required and shall be responsible for leaving the premises and surrounding area in a clean and tidy condition otherwise the Village Hall shall be at liberty to make an additional charge.
11. Hirers are reminded that in the case of private parties where drink is given, no tickets are to be sold to the public at large as this is an infringement to the Licensing Laws.
12. The Hirer is responsible for ensuring all vehicles are parked in designated parking areas only, do not obstruct exit points in the building or access by emergency services. All drivers must abide by the speed restriction of 5 miles an hour whilst on site.



# HILDERSTONE VILLAGE HALL

(Registered Charity 522672)

By signing this Agreement, the hirer confirms they have read and agree with all the health and safety documentation published on the Village Hall website. [www.hilderstonevillagehall.com](http://www.hilderstonevillagehall.com)

**Event Date:**

**Booking Secretary:**

Miss Debbie Britton

Mill Farm

Sandon Road

Hilderstone

ST15 8SF

**Event:**

**Cost:**

[hilderstonevhbookings@gmail.com](mailto:hilderstonevhbookings@gmail.com)

07810 332559

**Hirer's Name:**

**Address:**

**Tel No:**

**Signed:**

**Date:**