

## **Registered Charity Number 522969**

### **Napton Village Hall – Standard Conditions of Hire**

1. 'Users should comply with all relevant legislation and in particular should note that smoking and/or vaping on the premises is prohibited. Anyone found to be smoking and/or vaping will be asked to leave'.
2. The hirer agrees to be present throughout the hiring.
3. None of the provisions of the agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Right of Third Parties) Act 1999 on a person who is not named as a party to this Agreement. The Hirer shall not use the hall for any purpose other than that stated in the Agreement.
4. The hirer is to be responsible for the supervision of car parking so as to avoid obstruction of the highway and to permit emergency vehicular access at all times. Prior notice is needed if high or very heavy vehicles require access so the height restrictor can be opened.
5. The hirer shall make good, and pay for all damage (including accidental damage) to the premises, fixtures, fittings and loss of furniture and contents. Any damage and breakages must be reported to the Management Committee as soon as possible.
6. No alterations or additions may be made to the premises, nor fixtures installed without prior permission of the Committee.
7. All means of emergency escape must be kept free of obstruction – see Plan in Notice board.
8. No highly flammable substances are to be brought onto the premises.
9. No internal decorations of a combustible nature shall be erected in any part of the hall and no blue tack or sticky tape used on the walls.
10. The Fire Brigade must be called to any outbreak of fire however small.
11. The hirer must report all accidents involving injury to the public to the Management Committee and make an entry in the Accident Book located in the Kitchen.
12. No birds or animals, except Assistance Dogs are to be allowed onto the premises, other than at events agreed by the Management Committee.
13. If the hirer wishes to cancel a booking before the date of the event and the Committee is unable to secure a replacement booking, any refund will be at the Committee's discretion.
14. In the event that the Hall is required for emergency use in the event of a local disaster, is required for use as a Polling Station or becomes unfit for occupation, the Committee reserves the right to cancel any hiring. The hirer will be entitled to a refund of monies paid. The Committee will not be liable for any resulting direct or indirect consequential loss or damages of the Hirer.
15. The Village Hall has a Premises Licence for the performance of dance, plays, live music and the playing of recorded music, the exhibition of films and indoor sporting events between the hours of 0830 & 2330 hours. Noise shall be controlled as to be inaudible to neighbours after 2300 hours and to cease by 2330 hours.
16. The Committee accepts no responsibility for the Hirer's equipment or property brought onto or left on the premises. All items must be removed at the end of a hiring. No additional heating appliance may be brought onto or used at the premises.
17. The hirer shall be responsible for leaving the premises clean and tidy with contents returned to their original positions. All lighting and supplementary heating is to be turned off, doors closed and the premises securely locked on leaving. The keys must be returned to the booking clerk (or other nominated person) on vacating the premises. In the event of a failure to comply the Committee reserves the right to levy an additional charge and or retain any Special Deposit.
18. The hirer shall be responsible for ensuring that the number of occupants does not exceed the permitted numbers – 170 for a closed seating event or 130 for persons dancing.
19. There must be a ratio of one steward for 50 adults or 25 under 18s present at all times.
20. Alcohol cannot be sold even if pre-paid in the ticket price unless a Temporary Event Notice (TEN) has been obtained from Stratford District Council. As the number of these notices per year is limited, advice should be sought from the Hall Secretary as to availability.