**WYLYE VILLAGE HALL**

**TERMS AND CONDITIONS OF HIRE**

1 You are not permitted to sell alcohol on the Hall premises without holding a Licence. The Hall does not hold an Alcohol Licence.

2 Cars are parked at owner’s risk. Please ensure that cars parked do not cause obstruction in the High Street. The car park is a public facility, so other people are permitted to park there too.

3 Children are not permitted in the Kitchen.

4 Fire exits are to be unlocked (specifically the kitchen exterior door) and kept clear at all times.

5 The Hall is completely No Smoking.

6 Licenced occupancy rates are 62 around tables, 97 at a dance/informal and 136 closely seated. There is an absolute maximum of 136 people in the Hall at any time.

7 No naked flame, pyrotechnics or smoke making devices are permitted.

8 No foil confetti is permitted – biodegradable only please and all cleared up, inside and out.

9 The approval of the licensing authority must be obtained before any additional upholstered (or otherwise padded) furniture, fixtures or fittings are introduced to the premises.

10 Safeguarding children, young people, and adults at risk

You 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. Only people who have passed the appropriate DBS checks should have access to the children. Please be prepared to provide the Hall Trustees with a copy of your DBS checks on request. All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur.

11 You should be on – and are in charge of - the premises at all times when members of the public are present during the period of your hiring.

12 During the period of your hiring, you will 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.

13 The Fire Service must be called to any outbreak of fire, however slight, and details given to the Hall committee via the Bookings Secretary. The Hirer acknowledges that they have received instruction in the following matters:

• The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.

• The location and use of fire equipment.

• Escape routes and the need to keep them clear.

• Location of the first aid box.

In advance of any activity, whether regulated entertainment or not the Hirer sHall

check the following items:

• all fire exits are unlocked.

• all escape routes are free of obstruction and can be safely used for instant free public exit

• no fire doors are wedged open.

• all exit signs are illuminated.

• there are no obvious fire hazards on the premises.

15. Accidents and dangerous occurrences. Any failure of equipment belonging to the Hall or brought in by the Hirer must be reported. Please report all accidents involving injury to the public to the Bookings Secretary as soon as possible.

16. Cancellation policy.

If you want to cancel your booking within 48 hours of the date of the hiring and the Hall is unable to secure a replacement booking, the question the repayment of the fee will be at the discretion of the Trustees.

The Trustees reserve the right to cancel this hiring in the event of:

• the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.

• the Trustees reasonably considering that hiring to you will lead to a breach of licensing conditions or other legal or statutory requirements, or that unlawful or unsuitable activities will take place at the premises as a result of this hiring.

• the premises becoming unfit for the use intended by you.

• an emergency requiring use of the premises as a shelter for victims of for eg flooding, fire or snowstorm.

In any such case you will receive a full refund of any money already paid . The Trustees will not be liable to the you for any resulting direct or indirect loss or damages whatsoever.

17. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you as the Hirer.