

HOVERINGHAM VILLAGE HALL MANAGEMENT COMMITTEE TERMS AND CONDITIONS OF HIRE

- 1 In these conditions:
 - a) The "facilities" means, the premises and/or the equipment that the hirer has asked to hire.
 - b) The "hirer" has the meanings defined in paragraphs 3 and 5 below.
2. All applications for individual hiring must be made on the printed form provided and confirmed by the Booking Clerk.
3. The person signing the booking form shall be deemed to be the hirer and must be over 21 years of age.
4. **The Good Conduct deposit will only be refundable in full, if no damage or extra cleaning work is required, after the facilities have been used. Deductions will be made before any refund, and extra charges may be levied if, in the opinion of the Management Committee, cleaning or damage costs exceed the value of the deposit. Any damage occurring during the period of hire must be reported to the Booking Clerk, or the Caretaker, within 48 hours of the event. Any refund of the deposit will be delayed until the full extents of costs have been assessed.**
5. Where the hirer indicates that he/she signs the application form on behalf of any club or organisation, they shall be deemed to have the authority of that organisation to sign on its behalf. All the officials of the club or organisation shall be deemed to be jointly and severally liable, with the applicant, for any breach or non-observance of these conditions.
6. The facilities will be used solely for the purpose/purposes described on the booking form. If the booking relates to a regular and continuing commitment, tills one undertaking shall be binding for all occasions when the facilities are used by that hirer.
7. The hirer shall be responsible for the provision of all information, instructions and/or supervision as is necessary to ensure the safety of any activity for which the facilities are to be used.
8. **The hirer is wholly responsible for the good behaviour and safety of all persons attending to use the facilities under hire, a conspicuous and legible notice to this effect is displayed in the Hall. The Management Committee takes all reasonable steps to ensure that people entering or leaving the premises do not cause annoyance or nuisance to any other person in the vicinity of the premises and reserve the right to instantly terminate the hire should any nuisance be caused.**
9. **Hoveringham Village Hall Management Committee shall not be liable for any loss or damage to any property, nor loss, damage or injury to any person or persons using the facilities during the hiring, arising from any cause. The hirer indemnifies the Hoveringham Village Hall Management Committee against loss, damage or injury, howsoever caused. (It is recommended that the hirer should consider insuring himself/herself/themselves against any such possibilities).**
10. Sufficient qualified supervisors (over 21 years of age) must be in attendance at all times during the hiring. Where the hiring is on behalf of a group of juniors, a minimum of 3 supervisors, aged

over 21 years of age, shall be provided irrespective of the size of the gathering, or 1 supervisor for every 50 persons present, whichever is the larger.

11. The hirer is solely responsible for the adequacy, suitability and safety of all the equipment brought into the premises. All electrical sockets are routed through an RCD to ensure safety. Any noise produced or associated with the regulated entertainment shall not cause annoyance to, or give reasonable cause for complaint by, the occupier of any nearby residential property.
12. The hirer must confine members to those parts of the facilities which have been included in the hire agreement.
13. The authority to accept bookings shall rest with the Booking Clerk or his/her nominees.
14. The Management Committee shall take all reasonable steps to ensure that people entering or leaving the premises do not cause annoyance or nuisance to any other person in the vicinity of the premises, by placing, on the premises, a conspicuous and legible notice to this effect Any noise produced or associated with the regulated entertainment shall not cause annoyance to, or give reasonable cause for complaint by, the occupier of any nearby residential
15. **Please note that the license conditions require that the Hall must close at 12 Midnight/**
16. If you intend to sell intoxicating liquor at your function or offer public entertainment, you must apply for the necessary License. Note that new licensing laws from 2005 (the Licensing Act 2003) mean that a Temporary Event Notice (TEN) must be submitted to Newark District Council if the event requires a license.
Only 12 TENs will be approved by the local authority for the hall each year, and these are approved on a first come first served basis. Having the correct license is your responsibility and also applies when tickets and/or advertisements indicate that free liquor will be provided as an inducement to buy tickets. All tickets must be sold before the event. Tickets must not be sold on the door.
17. Nothing is to be attached to the walls or doors of the premises not even Sellotape or blue tack.
18. Dogs are not allowed in the Hall, except for those aiding the blind.
19. The Committee accept no responsibility for the loss or damage to any property brought into the Hall or grounds. The Committee accept no responsibility for personal injury sustained in the Hall or grounds.
20. The Committee or any member of the Committee on duty shall have the right to refuse admission to any person whom they consider undesirable and shall not be bound to give a reason for so doing
21. Smoking is prohibited by law in the building and it is the responsibility of the Hirer to enforce this.
22. The license for the Hall states that the maximum number of persons present at any one time shall not exceed in total 255 (including all helpers, musicians etc.).

Please check at the time of booking whether licenses are still available for the year.
For more information see the terms and conditions of the licensing Act 2005.