

UPTON GREY VILLAGE HALL

Conditions of Hire

1. Bookings

The hall may be booked for recurring or single lettings. Hall hire is charged by the hour

The specified rates cover use of the hall, the kitchen, tables, chairs and toilets.

The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any lawful purpose or in any unlawful way or do anything or bring onto the premises anything which may

- a) endanger the same or render invalid any insurance policies in respect thereof, or
- b) cause complaint found or unsound for breach of statute, e.g. noise or public health

Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the hirer must be present through out the hire.

No charge will be made for cleaning provided that ALL the facilities are left clean, tidy and in good repair, including toilets and cooker. Please wipe over used tables and chairs. The floor must be swept and cleaned.

Any costs including poor cleaning, breakages, failure to replace furniture will be passed on to the hirer.

The stage curtains must be pulled by the cord to the right of the stage. Please DO NOT HAND PULL.

Charges

The hall is bookable by the hour and must include setup and clear up times.

There is a key safe. The code will be given to you the day before the booking. Please make sure to return the key to the safe.

Regular hirers will be invoiced monthly in arrears. Single letting is payable in advance and will be sent by proforma invoice.

Cancellations

The committee reserves the right to cancel any hiring in the event of the hall being required for use of a Polling station for a parliamentary or Local Government or by-election or for any other emergency, in which case the Hirer shall be entitled to a refund of any deposit already paid. The committee shall not be liable to the hirer for any resulting direct or indirect loss or damage.

In the event of the Hall or any part being deemed unfit by the committee for the use for which it has been hired, the committee shall not be liable to the Hirer for any resulting direct or indirect loss or damage.

General Hiring Conditions

Responsibility for the premises and the key rests with the Hirer during the period of access to the premises.

The management committee reserves the right to enter the premises at any time during an event and impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the premises or the impropriety of use.

Responsibility for the use and safety of electrical equipment brought on to the premises by the Hirer rest entirely with the Hirer. Any such electrical equipment must have passed the necessary PAT tests and certificates must be produced on request.

Public Liability insurance cover must exist for such equipment. Without adequate insurance cover such equipment must not be used. Hirers may be asked to remove such equipment from the premises.

Music and Entertainment

The hall holds the appropriate licence for public entertainment. Music must cease by 11pm and all music must be kept to a suitable level to avoid disturbance of neighbours.

Hirers should ensure that they have proper insurance for any equipment used in the hall, to include any damage caused by them to the Hall and its users.

Children shall be restricted from viewing age-restricted films classified according to the recommendation of the British Board of Film Classification. Performances involving danger to the public of a sexually explicit nature are banned.

Health and Safety

The hirer is responsible for ensuring a suitable risk assessment is in place for their purposes.

It is the responsibility of Hirers and users to ensure that they are aware of the current health and safety at Work Act and any similar legislation and to take reasonable precautions to ensure that their activities are carried out in a responsible way.

The following items are held on site in the kitchen.

1. The first Aid Kit
2. Contact details of the delegated committee member
3. Instruction book for dishwasher

Fire Precautions

Hirers must make themselves familiar with the location of fire extinguishers and emergency exits.

Hires will be responsible for informing all those using the hall of the positions of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of a fire. Instructions are displayed in notice board in entrance hall.

Fireworks and candles are not allowed with the exception of birthday candles.

Access for all

There is access in the Hall for wheel chair users and a designated toilet.
Assistance dogs are welcome in the hall.

Parking

All parking is at your own risk and the management committee is not liable for any damage to persons or vehicles.

Food Safety

It is the responsibility of the persons providing food for any event held in the hall to ensure that they are aware of and abide by all legal requirements. The MC is not responsible for any food brought into the hall.

Supervision

Hirers are responsible for adequate supervision of all users of the premises and must ensure that fire exits and access to them are kept clear at all times.
The hirer is responsible for the safety of all users at all times.

Checklist for Hirers of Upton Grey Hall

In order that the hall floor is left in good condition (ready for the next user) please sweep or Hoover the floor to remove any debris on the floor.

Make sure tables and chairs used are clean before putting them away.

Check that all taps in the toilets and kitchen are turned off, make sure the fridge is empty and clean if you have used it.
Empty dishwasher if used.

We would ask hirers to remove all their rubbish/bottles as we do not have a refuse collection
If this is not possible please tie up bags and leave on step in kitchen for collection.

Return key to key safe.

Please switch off all lights.