

STAMFORDHAM PLAYING FIELD & VILLAGE HALL

STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term **HIRER** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. (If the Hirer is in any doubt as to the meaning of any of the following, the Bookings Secretary should immediately be consulted.)

- 1) **THE HIRER** will, during the period of the hiring, 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 whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway and **avoiding inconvenience to local residential properties.**
- 2) **THE HIRER** shall not use the premises for any purpose other than that described on the booking request form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof **nor allow the consumption of alcoholic liquor thereon without permission. NO ALCOHOL IS TO BE SERVED TO ANYONE UNDER THE AGE OF 18.**
- 3) **THE HIRER** shall be responsible for obtaining any additional licences (over and above the basic PRS and PPL licences held by Stamfordham Playing Field & Village Hall) as may be needed from Phonographic Performance Ltd, from Video Performance Ltd or otherwise and for the observance of the same.
- 4) **THE HIRER** shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.
- 5) **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- 6) **THE HIRER** shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
- 7) **THE HIRER** shall, if preparing, serving or selling food observe all relevant food hygiene legislation and regulations.
- 8) **THE HIRER** shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner.
- 9) **THE HIRER** shall ensure that stiletto heels, or muddy shoes/boots or shoes/boots with spikes are not worn in the hall or pavilion, including changing rooms. **ANY DAMAGE MAY INCUR AN ADDITIONAL CHARGE.**
- 10) **IF THE HIRER wishes to cancel** the booking before the date of the event and the Committee is unable to secure a replacement booking, the payment or the repayment of the fee shall be at the discretion of the Committee.

11) **THE HIRER shall ensure that the minimum of noise is made on arrival and departure having respectful regard for residents living next to the Village Hall or near the Pavilion.**

12) **THE HIRER shall ensure that no dogs, except guide dogs or hearing dogs, are brought into the hall, pavilion or playing fields.**

13) **AT THE END** of the hiring, the **HIRER** shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions must be properly replaced. All equipment, including the cooker if used, should be clean and ready for future use. **FAILURE TO DO SO MAY INCUR A CLEANING CHARGE.**

The changing rooms in the pavilion must be left clean and dirt-free after any event, **including football and cricket matches. FAILURE TO DO SO WILL INCUR A CLEANING CHARGE.**

ALL GLASS BOTTLES SHOULD BE TAKEN AWAY BY THE HIRER AS THERE ARE NO GLASS RECYCLING FACILITIES IN STAMFORDHAM

14) **THE HIRER** shall indemnify the Committee for the cost of repair of any damage to any part of the property, including the surrounding grounds thereof, or the contents of the buildings, which may occur during the period of the hiring.

15) **THE COMMITTEE** reserves the right to cancel the hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit/hiring fees already paid.

16) **IN THE EVENT** of the hall, playing fields, pavilion or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the **HIRER** for any resulting loss or damage whatsoever.

17) **RULES FOR HIRERS WITH REGARD TO THE USE OF ADHESIVES ETC** Pressure sensitive adhesives such as Blu-Tack are not to be used on the internal walls, but may be used on external windows and window frames and on the wooden beams in the Village Hall; after use all such adhesive materials should be carefully removed and disposed of. Drawing pins may only be used on the upward facing top edges of wooden lintels above the hall doors and serving hatches. Adhesive tape such as Sellotape may **ONLY** be used on the windows and is not to be used anywhere on the walls, doors or doorframes; after use, adhesive tape should be carefully removed and disposed of. Decorations may be attached by string, for example to curtain rails or furniture.

18) **CANDLES/TEA LIGHTS** – Tea light candles in suitable containers will be allowed **ON TABLES ONLY. Other candles, including candles in bottles, are not allowed.**

19) **FIREWORKS** – **UNDER NO CIRCUMSTANCES WILL FIREWORKS BE PERMITTED AT EITHER THE VILLAGE HALL or PLAYING FIELDS.**

For the avoidance of doubt, the Pavilion at the playing fields is included in the term ‘Playing Fields’ throughout this document.

April 2019