**HIRER RESPONSIBILITY**

1. Must be over 18 years of age and will be held responsible during the period of hire for those using the Hall, the care of the Hall and its fittings. This includes the car parking arrangements and avoiding obstruction to the public highway.
2. Shall not use the premises for any purposes other than that described in the Hire Agreement.
3. Shall indemnify the Hall Committee for the cost of repair or loss or damage to the Hall or its fittings arising from the hire.
4. Shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Chairs and tables stacked correctly, crockery, cutlery, glasses and other kitchen equipment must be washed and put away in the correct place. Rubbish must be taken away or placed in sacks in the bin on the patio.
5. On completion of the hire shall ensure that all their equipment will be removed at the end of the hire period, and the hall is securely locked.

**INSURANCE**

1. The Hall's Liability Insurance covers anybody who hires the Hall for a one-off event, or on a regular basis, providing they are not hiring the Hall for business or commercial purposes.

Activities are not excluded under the standard terms of the policy and indemnity is not provided by another insurance policy. To qualify for cover under the Hall's policy the hiring must be regarded as for the benefit of the local community. The Hirer is responsible for arranging any other insurance cover liabilities that might arise from the nature of the hiring.

**EQUIPMENT STORAGE**

1. Hirers are not permitted to store their equipment at the Village Hall. Exceptions can be approved with the prior consent of the Committee. Additional charges may apply.

**CANCELLATIONS**

1. If the Hirer wishes to cancel a booking within 4 weeks of the planned Hire, a 50% of the booking fee will remain payable. Cancellation due to circumstances beyond the Committee’s control e.g. exceptional weather, power failure, etc, the cancelation charge will not be payable.
2. The Committee reserves the right to cancel a booking in the event of the Hall being required for use as a Polling Station. In this event the Hirer will be entitled to a full refund.

**PREMISES LICENCE FOR PUBLIC ENTERTAINMENT**

1. To comply with Wealden District Council Premises Licence issued under the Licensing Act 2003 the Hirer must always oversee and be on the premises when the public are present. A copy of the Premises Licence relating to the management and supervision of the premises is available for inspection on the Hall Notice Board.

1. Hours of Use for public entertainment are Mondays to Saturdays between the hours of 9am and 11pm. Hirers are responsible for ensuring that all parties etc. finish by 11pm. Other times require special permission licence from Wealden District Council and the Hall Management Committee. The sale of alcohol is prohibited unless the appropriate licence has been obtained.

A temporary event Licence is now available from:

|  |  |
| --- | --- |
| Rother and Wealden Environmental Health ServiceTown HallBexhill-On-SeaEast SussexTN39 3JX | **More Information**Wealden Information: [Click Here](http://www.wealden.gov.uk/Wealden/Business/Licences_and_Registers/AlcoholandEntertainmentLicensing/PHCS_Temporary_Events.aspx#licenceapply)Application Form Online: [Click Here](http://www.businesslink.gov.uk/bdotg/action/piplink?agency_id=368&service_id=16200010001)Application By Post: [Click Here](http://www.wealden.gov.uk/nmsruntime/saveasdialog.aspx?lID=3093&sID=2733) |

**SECURITY AND SAFETY**

1. Smoking or vaping is not allowed in the Hall.
2. Decorations can only be attached with care ensuring that there is no damage to the of the Hall. Power cables laid over the floor shall be covered with purpose made rubber covers.
3. The Hirer much familiarise themselves with the actions to be taken in the event of a fire or emergency. Details are posted on the Village Hall Website, the main notice board in the village hall and located in the kitchen.
4. Depending on the number in attendance in addition to the Hirer a minimum of 2 competent adult attendants must be identified to carry out responsibilities above in case of an emergency. If the audience is under 16 years of age 3 attendants should be identified.
5. **No unauthorised heating appliances shall be used on the premises. Highly flammable substances shall not be brought into the Hall including candles. Strobe or laser lighting shall not be used on the premises. Performances involving risks to the public shall not be given.**

**SOUND and Presentation SYSTEM**

1. Please see attached documentation on how to use and access Sound and Presentation System, these are also available on the Village Hall Website under FAQ’s. [Click Here](http://fairwarp.org.uk/vh-home/vh-faqs/)

**DATA PROTECTION**

1. The Village Hall will hold email and other contact information of its hirers to facilitate communication about their hiring arrangements and the Hall's availability. In compliance with data protection regulations the Hall's Trustees and its Hiring Manager will not communicate this information to others.
2. Please sign and return the Hiring Agreement below to Mrs. Long (address below) at the time of paying deposit confirming that the Conditions of Hire have been read and understood. In signing, you also agree that promotional details of your event may be published on our Fairwarp Village Website and FCS Newsletter.

**FAIRWARP VILLAGE HALL**

Registered charity number 305218

**Conditions of Hire Agreement – 2020**

Please complete the below information:

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Last Name:** |  |
| **Address:** |  |
| **Contact Number:** |  | **Email Address:** |  |
| **Organisation (If any):** |  | **Purpose of Hire:** |  |
| **Date Of Hire** |  | **Time of Hire** | **Morning**  | **09:00 to 13:00** |
|  |  |  | **Afternoon**  | **14:00 to 18:00** |
|  |  |  | **Evening** | **18:30 to 23:00** |

**This is to confirm that I have read and accept the Conditions of Hire.**

Signature: ………………………………………………………………………………………………………………………………………………

Please print name: …………………………………………………………………………………………………………………………………………

Date: ………………………………………………………………………………………………………………………………………………………………..

In the case of query’s, please contact Mrs. Long – 01825 712632

**Please return to:**

|  |  |
| --- | --- |
| **By Post** | **By Email** |
| Fairwarp Village HallC/O: Mrs. A. Long,The Mustard Pot,Fairwarp,Uckfield,East SussexTN22 3BT | bookings@villagehall.fairwarp.org.uk |