

# CONDITIONS OF HIRE FOR LAMORNA VILLAGE HALL

**Bookings Secretary – Marion Heard 01736 810938. Charity No. 300551**

For the purpose of this document the 'hirer' shall be the person paying for the hire of Lamorna Village Hall

## **1. Hiring**

- The hirer, for the duration of the hiring accepts responsibility for being in charge of the public on the Lamorna Village Hall premises and complying with all the conditions and regulations made in respect of the Hall in the hiring agreement, Fire Regulations and Licencing regulations.
- The hirer shall not use the premises for any purpose other than that described in the booking form and shall not sub-hire.
- The Committee reserves the right to cancel any hiring in the event of the Hall being used as a Polling Station or other emergency use. Any booking fee will be returned.
- Please contact the Booking Secretary for current charges and booking times. The key shall be collected and returned to the Booking Secretary. Bookings must be paid for in advance. If the hirer cancels then the Booking Fee will be charged at the Lamorna Village Hall's discretion. In the event of a cheque not being honoured by the Bank there will be an administrative charge of £15.
- The Licences, Policies and Regulations of Lamorna Village Hall must be adhered to at all times.
- Please note that the Hall does not have a TV licence
- There is a 'challenge 25' policy in force within the Hall which is that any person buying alcohol must look as though they are at least 25 years of age. If they do not then proof of age must be shown. Proof of age can be a passport, a photo driving licence or a proof of age card that has a PASS accreditation hologram on it.

Alcohol must be refused to any person who appears to be under the influence of drink. If in doubt refuse to serve anyone who is or looks to be the worse for wear because of alcohol.

No alcohol to be served after 10.30pm and a half hour drinking up time is allowed.

- Authorisation must be obtained from Lamorna Village Hall if alcohol is to be sold.

## **2. Insurance Cover**

Whilst the Committee provides Public Liability Insurance for the use of the Hall, it is the hirer's responsibility to ensure that the activities for which the hirer has rented the Hall and its facilities are conducted in a safe, responsible and lawful manner. The Committee accepts no liability for any loss, damage or personal injury resulting from activities beyond its control.

### 3. Car park

The hirer is entitled to free and exclusive use of the Lamorna Village Hall car park for the duration of the hiring agreement. No liability is accepted by the Committee for any loss, damage or personal injury resulting from such use of the car park. Should the car park be fully occupied, the hirer's attention is drawn to the need to observe any parking restrictions in force in adjacent roads to avoid obstructing nearby properties.

### 4. Supervision

The hirer, or nominated person for the period of the hiring of Lamorna Village Hall is responsible for ensuring the following:-

- There are no more than 50 persons seated or no more than 70 persons standing.
- The supervision of the premises, the fabric and the contents and the reporting of any damage, however slight
- Consideration is given to future users of the Hall and that all areas of the Hall and its equipment are returned clean and tidy and in the same place and condition in which it was found. The Hall floor should be swept clean.
- Rubbish is removed at the end of the hire session from the Hall, kitchen and toilet areas, and must be disposed of into the outside bin. Recyclable material should be taken away by the hirer.
- At the end of the hiring, the lights are turned off, windows and doors shut and the exterior doors securely locked.

### 5. Public Safety

- For any public performance the organiser(s) must ensure that there are responsible adults in the building to make sure that Public Safety is not compromised and is considered at all times.
- In protection of children from harm. No entertainment is allowed that could give rise to concern in respect of children. No children under the age of 16 will be allowed to any event without their parent or guardian.
- People attending activities in the Hall must be made aware of the Fire Safety equipment and the Fire Exits, which must be kept clear of obstructions and impediments at all times. There is no telephone signal at the premises but there is a public telephone box outside the Village Hall.
- No naked flames are to be used except tea-lights in proper, non-flammable holders unless previously agreed with the Committee
- Smoking is not permitted except in the garden
- **ALL FIRE EXITS MUST BE KEPT CLEAR OF OBSTRUCTIONS AND IMPEDIMENTS**
- All breakages must be reported to the Booking Secretary and may be charged for.

**6. Noise**

Consideration must be shown towards neighbours and excessive noise must be avoided especially when leaving the Hall. Music, singing and dancing must be kept to a level that does not cause a nuisance and must stop at 11.00pm and the hall vacated by 11.30pm.

**7. Accidents**

The hirer must record in the Accident Book the date and nature of any accident. The Accident Book is located in the kitchen area close to the First Aid Kit.

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**Booking Form  
Terms and Conditions of Hiring Agreement**

Date(s) of use .....

Time(s) of use .....

Purpose .....

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Fee ..... Deposit ..... Paid .....

Signed by ..... (Lamorna Village Hall representative)

Signed by ..... (Hirer)

Date .....