

BISLEY WI VILLAGE HALL - HIRE AGREEMENT

DEFINITIONS

Wherever these words appear in this document they have the same meaning:

Booking Administrator	the individual(s) responsible for co-ordinating bookings of the Hall . They may be contacted via the Village Hall website .
Booking Request	forms part of your contract with us and includes the: <ul style="list-style-type: none">• Start and finish times of the hire• Total period of hire• Purpose of the hire• Name of the person responsible for ensuring that the hire is conducted in accordance with the Hire Agreement
Booking Confirmation	forms part of your contract with us and includes: <ul style="list-style-type: none">• The price you will be charged for your hire• Details of any deposit(s) required• Any special conditions that will apply to your hire
Contents	items located in the Hall and belonging to it.
Contract	this Hire Agreement , the Booking Request sent to us by you , and the Booking Confirmation sent to you by us form the contract.
Event	the purpose for which you have hired the Hall , as stated in the Booking Request .
Grounds	the land surrounding the Hall and belonging to it.
Hall	the Bisley WI Village Hall, including its grounds .
Hire Agreement	this document.
Hire	the agreed use of the Hall , as stated in the Booking Request .
Teenage party	any event where more than half the attendees are under the age of 21.
We, our, us	the trustees of the Bisley WI Village Hall charity.
You, your	the person named in the Booking Request as being responsible for ensuring that the hire is conducted in accordance with the Hire Agreement .
Website	https://bisleywivillagehall.org

OUR AGREEMENT

You agree to pay **us** the sums due in respect of your **hire**, as notified to you by the **Booking Administrator** when they acknowledge your **Booking Request**. In return **we** agree that you may use the **Hall** for the period and purposes set out in the **Booking Request** and the **Booking Confirmation**.

HIRER'S RESPONSIBILITIES

During the period of the **hire you** will be personally responsible for the supervision of the **event** and the behaviour of all persons using the **Hall** in whatever category. As part of this responsibility **you** will ensure that the **Hall** and its **contents** are not damaged. **You** will also ensure that vehicles are not parked so as to obstruct the adjoining right of way to the Vicarage.

You will not sub-hire the **Hall**. **You** will not use or allow the **Hall** to be used for any unlawful purpose or in any unlawful way. **You** will not allow anything to be done or anything to be brought into the **Hall** that might endanger the **Hall** or invalidate **our** insurance.

You will comply with all conditions and regulations made in respect of the **Hall** by the Fire Authority, Local Authority, or other supervisory body, particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage plays.

You will ensure that **your event** is conducted in accordance with the Safety Precautions set out in the **Hire Agreement** and displayed on notice boards within the **Hall**.

CONDUCT OF YOUR EVENT

You will ensure that the minimum of noise is made on arrival, during the **hire**, and on departure; and that the noise level of **your** function is such that it does not cause undue inconvenience for the occupiers of nearby premises.

You will ensure that music is not played later than 11.30 pm (or 11 pm for a **teenage party**); and that amplified music of any type is not played in the **grounds** without specific prior permission in writing from **us**.

TEENAGE PARTIES

You must be over the age of 30 to **hire** the **Hall** for a **teenage party**. When **you** make the booking **you** must pay an additional security deposit as stated on the “Hire Charges” page of the **website**. Only local families with teenage children may attend the **teenage party**. No ticket sales are allowed.

You will ensure that for every 10 teenagers present there is at least one adult over the age of 21, so that the **teenage party** is adequately supervised.

CANCELLATION AND ALTERATION

You may cancel **your hire** at any time up to 28 days prior to the start of the **hire** without charge. If **you** cancel **your hire** less than 28 days before the date of the event and **we** are unable to arrange a replacement booking, **we** may decide not to refund your booking fee.

You must agree any alterations to the start or finish times of **your hire** in advance with the **Booking Administrator**.

We may have to cancel **your** booking if the **Hall** is required for use as a Polling Station for a Parliamentary or Local Government election. If **we** have to do this then **we** will refund any deposit or fees already paid.

If prior to **your hire** something happens to make the **Hall** unfit for **your** use then **we** will cancel **your** booking and refund any deposit or fees already paid, but **we** will not be liable to **you** for any loss or damage **you** may suffer as a result of the cancellation.

LOSS OR DAMAGE

We will charge **you** for the cost of repairing any damage done to the **Hall** or its **contents** during **your hire**, and **we** shall, as a first remedy, have the right to retain **your** security deposit against the cost of any repairs, replacements or additional cleaning that may be necessary.

You must report any broken chairs/tables and any other damaged equipment belonging to **us** to the **Booking Administrator** as soon as possible and in any case by the end of the next working day following **your hire**.

We shall not be liable for any loss or damage to property belonging to **you** or people attending **your** event.

SAFETY PRECAUTIONS

You must be aware of the risks associated with the activity **you** are undertaking.

The maximum capacity of the **Hall** is 85 persons. **You** agree not to exceed this limit.

Smoking is not permitted in any part of the **Hall**. **You** agree that **you** will strictly enforce this rule.

You are responsible for any equipment brought into the **Hall**; all electrical appliances must have a Portable Appliance Test (PAT) certificate.

You will not set up or use Bouncy Castles or other inflatable play equipment inside the **Hall** or in the **grounds**.

You will not allow children to enter or remain in the kitchen unsupervised.

You will ensure that the Fire Exits are kept clear at all times.

You will ensure that chairs are stacked no more than 5 high to reduce the risk of them falling over and injuring someone.

You will record all accidents using the online form on **our website** as soon as possible and in any case by the end of the next working day following the accident.

AFTER YOUR HIRE

You will ensure that the **Hall** and **grounds** are vacated no later than midnight.

At the end of **your hire**, **you** will be responsible for turning off all water taps, all the lights, and leaving the **Hall** in a clean and tidy condition, with all doors and windows properly locked and secured. If **you** do not do so then **we** may make an additional charge.

Any contents of the **Hall** that have been temporarily moved from their usual positions must be properly replaced. If **you** do not do this then **we** may make an additional charge.

You must take all the refuse arising from **your hire** from the **Hall** for disposal elsewhere. If **you** do not do so **we** will make an additional charge to cover the costs of disposing of it. Refuse sacks may not be left in Manor Street.