

CONDITIONS OF HIRE FOR THE THORNHAMS VILLAGE HALL, IP23 8HA

1. All lettings are made at the discretion of the Village Hall Management Committee
2. The HIRER must be at least 21 years of age if a resident of Thornham Magna or Parva and at least 25 years of age if a non resident of the area.

3. TVH MANAGEMENT COMMITTEE'S RESPONSIBILITY is :

- A) To provide the Hirer with clean premises and with the facilities made known to the Hirer on booking.
- B) To maintain the premises and facilities in a safe condition and comply with prevailing Health and Safety legislation subject to the Hirer doing nothing to invalidate those conditions.
- C) To ensure compliance with the conditions of the Premises Licence.

4. THE HIRERS RESPONSIBILITY during the period of hire which includes any preparation and clearing up time comprises:-

A) Damage loss and injury during the period of hire

The hirer shall indemnify the Thornhams Village Hall Management Committee against:

- a) The cost of repair of any damage to the premises or the contents thereof.
- b) Damage to or loss of property or injury to persons as a result of the use of the premises. Any accident must be recorded in the Incident Book provided.
- c) All claims losses damages or costs to third parties as a result of the use of the premises.

B) Parking

The hirer must ensure safe parking during the period of hire for up to 30 vehicles.

C) Licensing Act 2003

The hirer will be informed of the content of and must comply with the requirements of the Act and promote the licensing objectives which are:

- The prevention of Public Nuisance
- The prevention of Crime and Disorder
- The promotion of Public Safety
- The protection of Children from harm

D) Prevention of Public Nuisance

- a) Noise especially from amplified music should be kept to reasonable levels and must cease by 01.00 hours.
- b) The premises must be vacated in a quiet and orderly manner.

E) Prevention of Crime and Disorder

- a) Any disorderly behaviour shall not be permitted on the premises and any offender shall be asked to leave the premises and if possible escorted home. The Police will be informed where appropriate and the incident must be recorded in the Incident Book.

F) Health & Safety

The hirer shall:

- a) Ensure all fire exits are unlocked and free of obstruction.
- b) Be familiar with the FIRE ACTION PLAN and its location.
- c) Be aware of the location of the fire alarm break units and of the extinguishers which may be used to aid evacuation of the building.
- d) Ensure that no flammable substances including decorations are brought into the Hall.
- e) If catering is provided ensure that food hygiene standards are satisfied.
- f) The general behaviour of those present during the Hire should be appropriate and comply with Health and Safety requirements.
- g) Be aware of the dangers of handling hot liquids and using the hobs and oven and ensure safety in this regard.

G) Protection of Children

The hirer shall:

- h) Accept responsibility for the requirement of adult supervision of children at all times.
- i) Not permit children to view age restricted films or any other unsuitable performance or event.

- j) Ensure no alcohol is provided to any person under the age of 18 years of age.
- k) During outside events ensure the children's play area is not entered by crossing the barrier provided. This provision does not apply to properly supervised children's events.

H) Electrical appliance safety

The hirer must ensure that any appliance brought in by them is in good working order and is used safely.

I) Provisions in respect of the sale or supply of Alcohol

- a) No alcohol shall be sold or provided to any person under the age of 18 years. Proof of age must be obtained in case of doubt.
- b) The sale or provision of alcohol must cease 15 minutes before the end of the agreed period of hire and in any case by 01.00 hours.
- c) Excessive alcohol consumption by any person must result in a refusal to sell or allow to be provided any further alcohol to that person.
- d) In the event of rowdiness or affray all persons involved must be removed from the premises and arrangements made to escort such persons home. The incident must be recorded in the Incident Book.
- e) Only plastic drinking vessels may be taken outside the building and unless requested they are not supplied.
- f) No alcohol may be taken into the children's playground.

5. ON VACATING THE HALL THE HIRER is required to ensure:

- Hall, toilets and kitchen are left clean and tidy (It is acceptable that this may be done the day after the hire, subject to prior agreement with the Booking Officer). Failure to comply may result in a charge being made.
- All windows and outside doors must be secured and locked.
- All lights are turned off and heating and kitchen appliances are turned off.
- No food or drink is left on the premises.

6. FINANCIAL CONSIDERATIONS

1. All breakages and/or damage to building fabric or contents must be paid for.
2. If the Hall is booked and then not used there will be a minimum charge of £10 unless seven days cancellation notice is given to the Booking Officer.
3. The balance of the Hall Hire will be paid within 14 days of receipt of the TVH invoice.
4. Parties for adults – a deposit of £100 payable to **Thornham Village Hall** is required in advance of the booking. Deposit for a children's party is £50. The deposit will be refundable against the Hall Hire less any charges for breakages or extra cleaning due to the state of the Hall on the Hirer's departure.
5. Please report any maintenance issues to the Booking Officer.

6. **Hire Rates : Hourly rate £6 Apr-Sept £8 Oct-Mar**
The above rates are per hour or part thereof.

The minimum booking period is 2 hours.

Day Rate £60 Apr-Sept £80 Oct-Mar

If the heating is used during Apr-Sept, the Oct-Mar rate will apply.

If the Hall's tablecloths are used there will be a charge of 50p per item.

There will be an additional charge at cost for licensable events.

For outside events plastic drinking vessels can be supplied at cost.

Chairs (50p each) & 6ft Trestle Tables (£5 each) can be hired: collection & return by hirer.