

BOREHAM VILLAGE HALL,
MAIN ROAD, BOREHAM, ESSEX

STANDARD CONDITIONS OF HIRE

for

OCCASIONAL USERS - Weddings, Parties, Dances etc.

(BOOKING CLERK: - Tele: - 01245 467125 or 01245 468240)

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 conditions, the Booking Clerk should immediately be consulted).

The Boreham Village Hall Management Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the Hirer.

In the event of the Hall complex 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 consequential loss or damage whatsoever.

The Hirer shall not use the premises for any other purpose other than that described on the Hiring Agreement 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.

The Hall complex shall not be used for Adult Entertainment and/or Adult Services.

Barbeques and Hog Roasts (irrespective of the type of ignition) are not permitted within the Hall complex and grounds due to the risk of fire.

1. The Hirer must be over 21 years of age and hereby accepts responsibility for being in charge and **must be on the premises at all times** when the public are present and for ensuring that all conditions of this agreement and the conditions of the Premises Licence (Part B) relating to management and supervision of the premises are met. No performance shall be given involving danger to the public.
2. A deposit of 25% of the total cost of the hiring is required at the time of the booking. A booking is not valid until this payment is received. Deposits will only be returned if the Booking Clerk is notified of cancellation not later than one month before the hire date.
3. A further "refundable deposit" of £100 is required. This is to be banked as security for payment for any damage or costs sustained for which the Hirer is liable. Any over-run of time booked will be charged at double the rate and the total deducted from the deposit paid before refunding the balance.
4. **Balance of payments, including "refundable deposit" must be made in advance** for all events on receipt of an invoice from the Treasurer. **Payment must be made no later than ten days prior to the event** otherwise the deposit is forfeited and the booking is void.

5. Persons who hire the Hall for Dances/Weddings/Parties etc. must ensure that no nuisance is caused to local residents by using too loud an amplification. **All sound equipment must be plugged into the noise limiter in the Hall being used. Any failure in this respect may result in the Hall being closed and the hiring charge forfeited. The Hall is not licensed for music after midnight.**

The Electricity/Power supply automatically terminates at midnight and the lighting supply at 12.30am.

6. The Hirer is expected to leave the Hall (including the toilets) cleared and ready for cleaning e.g. floors to be swept if necessary and litter removed etc. Should the Hall be left in such disorder that it requires extra cleaning the Hirer will be charged to cover the cost and this will be deducted from the “refundable deposit”. Any additional time, other than that booked above (incurred by the late running of any function or any other reason) **is chargeable** together with a additional cost if the Hall is not vacated by midnight. These additional costs will be recovered from the “refundable deposit”.
7. The Hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change in any sort and the behaviour of all persons using the premises whatever their capacity. Hirers are also responsible for any loss or damage that occurs during their period of hire including damage caused by stiletto heels whether caused by themselves, their guests or by contractors the employ e.g. caterers. Hirers are reminded that persons wearing Heelys wheeled trainers (or similar types with wheels) are **banned** from entering the Hall complex owing to the damage to flooring that they have caused. Any charges will be deducted from the “refundable deposit”.
8. The Hirer’s Kitchens in the Hall complex are available to all Hirers free of charge but it must be stressed that there are limited facilities. If large scale catering is intended it is recommended that qualified persons inspect the premises to ensure that the facilities are adequate for the proposed arrangements.
9. The premises comprise the **LORD PERRY HALL** (large hall), **Goodwin Room** (small hall) and the **ALLEN ROOM** (committee room) and are licensed for Music and Dancing between the hours of 9am and Midnight (1am on New Year’s Eve). If it is intended to exceed either the number of hours on the licence or to confirm the safety arrangements for seated accommodation then reference must be made to Chelmsford Borough Council.
10. If it is intended to serve alcoholic drinks in the Village Hall, bar facilities **MUST** be provided by The Village Hall’s nominated person who will obtain the necessary Licence. This will cost the Hirer the sum of £20 per event. Drinks prices charges at functions will be in line with general pub prices.
11. Where equipment is faulty and does not function or any other complaint is to be considered the Booking Clerk should be notified.
12. No table or chairs are to be removed from the premises to the outside of the building, without the prior permission of the Committee.
13. There is a strict **NO SMOKING** policy in operation throughout the Hall complex (including the toilets).

14. **The Hirer must take note of the following matters: -**

- The action to be taken in the event of fire. This includes calling the Fire Brigade by means of a mobile phone to any outbreak of fire, however slight, and evacuating the premises through the designated fire exits. Details of the fire should be given to the Booking Clerk as soon as possible.
- The location and the use of fire equipment e.g. Fire extinguishers etc.
- Escape routes and the need to keep Fire Exits and the escape routes to the Fire Exits clear of obstruction at all times.
- The method of operation of Fire Exit door fastenings.
- The appreciation of the importance of any fire doors between rooms and of the closing of same at the time of fire.
- In the event of an evacuation of the building, the fire assembly point is in a part the Village Hall car park remote from the seat of the fire.
- In order to comply with the Disability Discrimination Act, and for the comfort and convenience of Hirers, a wheelchair ramp is located at the front door of the hall and outside every designated fire exit.
- The Hirer shall ensure that the minimum of noise is made on arrival and departure. The Hirer shall also ensure that all external doors remain closed during the period of hire. If the external doors are opened and power to the electrical sockets will automatically be cut off and not reinstated until the doors are closed. The Village Hall has been fitted with a noise limiter set by the Council Environmental Department and music will automatically be cut off if the pre-set level is exceeded. **Failure to comply with Noise Reduction measures will result in the forfeiture of any deposit paid.**
- No children and/or animal shall be allowed to enter the Kitchen area or any other food preparation area.

15. **In advance of the event the Hirer must check the following items: -**

- That all fire doors are unlocked and panic bolts are in good working order to allow for instant free public egress in the event of fire.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated and there are no obvious hazards on the premises.
- No explosive or flammable substance shall be brought into any part of the premises.
- No internal decorations shall be erected without the prior consent of the Booking Clerk.

- No unauthorised heating appliances shall be used on the premises when open to the public without the prior consent of the Booking Clerk, on behalf of the Management Committee.
 - The premises shall not be used for public entertainment except between the hours of 9am and Midnight unless prior special permission has been given by the Management Committee and the Chelmsford Borough Council.
16. The Boreham Village Hall Management Committee can not be held responsible for any consequential loss for the cancellation of any prior hire booking agreement due to unforeseen circumstances.
17. The “Application For Hire of Accommodation in the Village Hall” booking form attached to these Standard Conditions of Hire forms part of this contract and should be treated as such.

BOREHAM VILLAGE HALL MANAGEMENT COMMITTEE
April 2007