

**Harthill Village Hall Ltd, Winney Hill, Harthill
Hire Agreement**

1. This agreement is made between Harthill Village Hall Ltd (referred to herein as "the Company") and the Hirer or nominated representative (referred to herein as "the Hirer")
2. Should a Licensed Bar be required, **4 weeks notice will be necessary. The Licensee nominated by the Committee must be used.**

Standard Conditions of Hire

If the Hirer is in any doubt as to the meaning of any of the following, the Booking Secretary should be consulted immediately.

1. The Premises are only available from **9.00am until 11.45pm on weekdays and Saturdays.**
All music must cease at 11.30pm and the Hall cleared by 11.45pm, unless by special prior approval by the Company. On Sundays the Hall is available from **10.00am until 10.00pm only.**
2. The Hall capacity is 120 seated; 100 with tables. The Lounge capacity is 25 with tables. The maximum capacity for the building is 150.
3. **The Hirer shall be at least 18 years of age and be present and in charge of the Hall during the period of hire.**
4. **The Hirer shall be familiar with Fire Fighting Procedures and Equipment and sign the Fire Safety log to confirm this.**
5. **The Hirer shall be familiar with the Emergency Exits indicated on the plan of the Hall displayed on the Hall Notice Board and relate these to all members of their party. The Hirer must ensure these Emergency Exits are kept free from obstruction at all times. Walkways to the Emergency Exits must be maintained at all times. There is a cloakroom for storage of coats bags etc.**
6. **In the event of an emergency contact 999 on the nearest available telephone. In any such event the Caretaker must be supplied with full details. If an accident or injury occurs on or around the premises details must be given to the Caretaker and entered into the Accident Book.**
7. **The Hirer will, during the period of hire, be responsible for (a) the supervision of the premises, the fabric and all contents, their care and prevention from damage, however slight and (b) the behaviour of all persons using the premises in whatever capacity, including but not limited to, excessive noise and also supervised so as to avoid obstruction of the Public Highway.**
8. **The Hirer shall indemnify the Company for the cost of repair of any damage done to any part of the property, including the curtilage thereof or the contents of the buildings, during the period of hire or as a result of the hire. The Hirer will be charged for the replacement of damaged or missing equipment and utensils.**
9. **The Hirer shall not sublet the premises nor use the premises or allow them to be used for any unlawful purpose nor do anything or bring onto the premises anything which may endanger the same.**
10. **If a licensed bar is in operation, the Hirer will ensure that all alcoholic and soft drinks being consumed are purchased from the bar.**

Other alcoholic and soft drinks may only be brought into the hall with the express permission of the Licensee.

The Hirer shall not allow the consumption of intoxicating liquor by any person under 18 years of age.
11. **The Hirer is responsible for ensuring that those using the kitchen facilities and utensils follow Health and Safety and Food Safety guidelines. If food is being prepared, at least one person should hold an up to date food safety qualification. If a Catering Company is being used the Hirer shall ensure that said Company hold the relevant up to date food safety requirements.**
12. **If the Hirer wishes to cancel the booking without reasonable notice, the deposit will be forfeited.**
13. At the end of the Hiring, **the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. The premises must not be vacated until the Caretaker is present to check and secure the buildings.** No equipment is to be removed from the Hall without the express approval of the Caretaker
14. The Company reserves the right to cancel the Hiring. The Company will endeavour to give the Hirer 4 (Four) weeks notice of such cancellation. **The Hirer shall be entitled to a refund of any deposit already paid. The Company will not be responsible for any loss or damage suffered by the Hirer as result of such cancellation.**
15. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Company shall not be liable to **the Hirer** for any resulting loss or damage.

September 2023