

Brimpton Village Hall Management Committee



Tel: 0118 9713731

CONDITIONS FOR HIRING OF HALL

The hirer of Brimpton Village Hall is responsible for the acceptance of the conditions below:

- The hall will be swept or vacuumed then flat mopped clean and left as found
- And tables/chairs used must be cleaned after use.
- All kitchen utensils will be washed and wiped dry after use and put away
- All rubbish **MUST** be removed from the premises and disposed of appropriately
- All lights and heating will be switched off except the storage heaters
- The hall and car park must be cleared no later than midnight
- The hirer will be held responsible for any damage they cause to the property
- The hirer will be held financially responsible for any extra cleaning required
- **The hire cost will be paid in full at the time of booking, together with an agreed deposit, (in separate cheques or BACS).** Such deposit, or the appropriate portion thereof, will be refunded when the hall has been inspected for full compliance of the above conditions
- Any cancellation of a booking will be subject to an appropriate cancellation charge
- Unauthorised use of the car park is not permitted without prior permission
- **No fireworks, bonfires or barbecues are permitted**

Name of hirer:	Date of booking:
Address:	Time:-
Telephone no:	Function description:
e-mail	Hire Fee
	Deposit fixed: £50.00
	Winter surcharge@£1/hr included

I agree and accept the terms and conditions stated for the hire of Brimpton Village Hall

Signed Date
Signatory must be over 21 years of age

PLEASE MAKE CHEQUES PAYABLE TO 'Brimpton Village Hall' AND SEND TO:
The Booking Officer, The Briars, Bannister Place, Brimpton Reading, Berks RG7 4TW

Registered Charity No. 237692
Brimpton Village Hall, Brimpton, Reading, Berks RG7 4ST

Brimpton Village Hall Management Committee



Tel: 0118 9713731

STANDARD HIRE CONDITIONS OF BRIMPTON VILLAGE HALL

- 1 **SUPERVISION:** The hirer shall be responsible for the care of the premises during the period of hire
- 2 **USE OF PREMISES:** The hirer shall not use the premises for any purpose other than that described in the hiring agreement. The hirer shall accept full responsibility for any articles brought into or left in the hall and any consequences of those actions. The Committee accepts no duty of care in respect of articles brought into or left in the hall.
- 3 **LICENCES:** The hirer shall be responsible for obtaining such licenses as may be needed.
- 4 **GAMING BETTING & LOTTERIES:** The hirer shall ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries.
- 5 **PUBLIC SAFETY:** The hirer shall comply with all the conditions made in respect of the premises by any local authority authorised to do so.
- 6 **HEALTH AND HYGIENE:** If preparing, selling or serving food the hirer or their agent shall observe all relevant legislation and regulations.
- 7 **ELECTRICAL APPLIANCE SAFETY:** The hirer shall ensure that any electrical appliance brought onto the premises during the period of hire complies with safety legislation.
- 8 **FIRE SAFETY EQUIPMENT:** The hirer shall ensure that fire safety equipment remains unobstructed and in place unless used.
- 9 **INDEMNITY:** The hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property, including the curtilage, the roof and the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.
- 10 **ACCIDENTS:** The hirer shall report all accidents involving injury to the public to the committee as soon as possible.
- 11 **ANIMALS:** The hirer shall ensure that no animals (including birds) except guide dogs are brought into the hall without permission from the committee and that no animals enter the kitchen at any time.
- 12 **CHILDREN:** The hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childrens Act 1989.
- 13 **SALE OF GOODS:** The hirer shall, if selling goods on the premises, comply with the Fair Trading Laws.
- 14 **UNFITNESS FOR PURPOSE:** In the event of the Hall or any part thereof being rendered unfit for the use for which it was hired the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
- 15 **REFUSAL OF BOOKING:** The Committee reserve the right to refuse a booking without notice or to cancel the hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer. The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit, or a proportion of the same, as have been paid by the hirer to the Committee but the Committee shall not be liable to make any further payment to the hirer.
- 16 **END OF HIRE:** The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition. Properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions shall be replaced otherwise the Committee shall be at liberty to make an additional charge.
17. **CAPACITY:** The maximum capacity is 100 persons standing or 60 seated.

Additional conditions of use of the outside area

- 18 Neither barbeques nor open fires of any sort are to be used in or around the premises.
- 19 No permanent or temporary structures are to be erected without the express permission of the management committee.
- 20 There must be no performance of music or other generation of noise on the external area.
- 21 The capacity of the hall (100 persons standing or 60 seated) is not increased by the use of the external area.
- 22 Music must stop at 11.00pm and guests must vacate the external area by 11.30pm
- 23 Users must be mindful of neighbours and not cause any nuisance at any time.

Registered Charity No. 237692
Brimpton Village Hall, Brimpton, Reading, Berks RG7 4ST