

## Conditions of Hire

Rushwick Village Hall, Bransford Road, Rushwick, Worcester, WR2 5TA

**1 Capacity.** The maximum number of people permitted to use the Hall at any event is 150.

**2 Damage.** The hirer is responsible for any damage to the Hall, equipment, fixtures and fittings. Any cost of repair or replacement will be charged to the hirer.

### **3 Payment.**

**3.1 Regular Users.** Hiring charges for regular bookings are payable at the end of the month during which the hire takes place.

**3.2 Occasional Users.** For occasional bookings, a damage deposit of £50 or £100 (depending on the size and nature of the booking) is required in addition to the hire charge. The damage deposit will be refunded after the event, as long as there is no damage, and the Hall has been left clean and tidy in accordance with Section 8 below. The booking will be accepted only when the hire charge and damage deposit have been received by the Booking Secretary.

**4 Cancellation by the Hirer.** In the event of cancellation of the booking not less than 4 weeks prior to the event, any hiring charges and damage deposit paid, will be refunded. In the event of cancellation less than 4 weeks prior to the event, the damage deposit will be refunded, but not the hire charge.

**5 Cancellation by the Booking Secretary.** The Booking Secretary reserves the right to cancel the booking at his sole discretion. In such a case, any damage deposits and charges paid will be refunded in full, but the Booking Secretary, the Committee and Officers of the Village Hall will not be responsible for any consequential losses.

**6 Set-Up Time.** Any set-up time must be included in the booking hours. The hirer will have access to the Hall at the start time of the booking and no earlier.

**7 Clear-up Time.** Any clear-up time must be included in the booking hours. The caretaker has instructions to make sure that the Hall is closed or passed to the next hirer at the end of the booking. Any extra time used will be charged at double rate.

**8 Cleanliness.** The hirer is responsible for ensuring that the Hall is left in a clean and tidy condition, tables and chairs wiped and stacked, floors swept, crockery and cutlery washed and put away, cooker and kitchen units cleaned. All rubbish must be bagged prior to depositing in the large wheelie bin outside. Confetti must not be thrown in the Hall.

**9 Hirer's Property.** The Village Hall Committee accepts no responsibility for damage to, or loss of, property of the hirer or of their guests or clients. All such property must be removed at the finish of the hiring.

**10 Alcohol.** Prior permission must be obtained from the Booking Secretary for the consumption of alcohol at any event at the Village Hall. In the case of the sale of alcohol, Licences are limited, and permission will be granted by the Booking Secretary at his discretion. If permission is granted by the Booking Secretary, the hirer will still have to apply to the Local Authority for a Licence, or use a recognised agent for this purpose. Permission by the Booking Secretary does not constitute the issue of a Licence. In the case of consumption of alcohol on a give-away basis or a bring-your-own basis, a Licence is not required, but prior permission must be obtained from the Booking Secretary.

**11 Car Parking.** At all times, the Village Hall car park shall be used to its capacity, and cars should only park on the road as a last resort. The hirer is responsible for ensuring that local residents are not inconvenienced.

**12 Fire Precautions.** The hirer must take all necessary precautions against fire, including obtaining information about extinguishers and fire exits at the set-up time of the event. This information is displayed on the Hall Plan on the noticeboard in the Main Hall. Also at the set-up time, the Stewards (see section 15 below) must acquaint themselves with the Fire Orders, which are displayed in the Main Hall and in the kitchen. Fire exits must be kept clear at all times, fire doors free to open, and fire exit signs visible. Fire appliances must not be tampered with.

**13 Fire Drill (Regular Hirers Only).** Regular hirers must perform a fire drill at least once per year.

**14 Noise.** The hirer shall ensure that noise is kept to a minimum at all times, including arrival, set-up and departure.

**15 Stewards.** At least 3 people must be appointed as Stewards. The Stewards must remain on the premises at all times during the hiring, and must be prepared to take charge in an emergency. The Stewards must sign the register in the kitchen. The stewards must acquaint themselves at the set-up time with all fire and first-aid equipment and the accident book.

**16 Electrical Equipment.** If any electrical equipment is not switched off at the end of the hiring, there will be a penalty of £5.

**17 Teenage Parties.** Teenage parties are not allowed.

**18 Usage.** The hirer shall not use the premises for any purpose other than that described in the Hiring Agreement. The Booking Secretary, Committee and Officers of Rushwick Village Hall do not offer any advice on suitability for the purpose, and the hirer must make his own judgement in this respect.

**19 No Rights.** The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

**20 Limited Liability.** The Committee of Rushwick Village Hall warrants that the facilities of the Hall shall be provided as agreed in the Hiring Agreement with the hirer. In the case of errors, omissions and mistakes made by the Booking Secretary, the Committee and Officers of Rushwick Village Hall, a refund will be made up to but not exceeding total damage deposits and hire charges paid. The hirer agrees that the return of damage deposits and hire charges shall constitute the sole remedy of the hirer and the sole liability of the Booking Secretary, the Committee and Officers of Rushwick Village Hall, whether on warranty, contract or for negligence, and in no event will the Booking Secretary, the Committee and Officers be liable for money damages whether direct or consequential.