

Prestwood Village Hall Conditions of Hire

As hirer you must ensure that the entire property, it's grounds and contents are not damaged in any way. At the end of the booking, the hirer shall be responsible for cleaning and returning all equipment to its correct location and for leaving the whole site and building in a clean and tidy condition, **properly locked and secured**. If you are asked to pay a deposit, this will be returned to you once the booking is complete and all is found to be in order. However, part or all of it may be withheld if these conditions of hire are not met.

The hirer shall indemnify the committee to the cost of repair to any damage done to any part of the grounds, property and contents which may have occurred as a result of the hire. The premises must not be sub-hired or used for any unlawful purpose. No dangerous or highly inflammable substance may be brought onto the site. Nothing may be done in any respect that may endanger any insurances. The use of any smoke, pyrotechnic or similar special effects is strictly prohibited. Fireworks are forbidden for use on any part of the premises or grounds. No items with a naked flame, including cake candles; may be brought onto or used on the premises.

The hirer must be aged over 18 and must be present on site at all times. They may appoint a representative for this purpose (who must also be aged 18 or over) but must inform the booking secretary in advance. They will be responsible for the supervision and safety of the whole premises and for the wellbeing and behaviour of all persons, including children, on the site during the period of the hire.

The hirer shall not allow for the sale or consumption of alcohol without obtaining the correct licence. **It is an offence to sell alcohol without a licence to do so**. It is the hirers responsibility to obtain such a licence from the local licencing justices and to clearly display the licence at the function. They must adhere to all legal requirements of such a licence. They must also notify the hall booking secretary in advance.
Any bar set up must be located in the small hall.

The hirer shall comply with all **fire regulations** and conditions made by the fire authorities or others. **It is the responsibility of the hirer to familiarise themselves with the location of the fire bell**. They must read the fire notice by the fire bell and observe the layout of the whole premises including the location and operation of all fire exits. All exits must be kept unlocked, free from obstruction and readily available for public egress. Fire extinguishers must only be used for the purpose for which they are intended. The hirer should familiarise themselves with the instructions of use alongside each fire extinguisher.

Any electrical equipment brought onto the premises by the hirer or their representative must display an up to date PAT label and must meet all relevant safety regulations.

No responsibility is accepted for any equipment or property either stored or brought onto site. All such equipment or property shall be insured independently by it's owner. Anything found to be left out of the agreed cupboards will be removed and disposed of after seven days, giving owners time to retrieve the items.

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The hall is hired on the understanding that hirers hold the relevant **insurances and carry out risk assessments on an annual basis and prior to each individual event**. Any third party engaged by the hirer must hold their own **insurances and risk assessments**. The hall trustees do, however, hold a designated public liability cover.

If preparing, serving or selling food, all relevant **health and hygiene regulations** must be adhered to.

In the event of the hall or any part thereof being rendered unfit for use, the committee shall not be liable for any resulting loss. The committee reserve the right to refuse or cancel any application for the hire of the hall without assigning any reason. The committee accept no responsibility for any loss or damage of personal property from any part of the whole premises including cars in the car park.

Hirers using bouncy castles or inflatables **must provide their own public liability insurance**, a copy of which will need to be provided to the committee prior to the event. Under no circumstances may a bouncy castle or inflatable be used without the consent of the management committee. The public liability held by the trustees does not offer any cover in respect to accidents related in any way to bouncy castles or inflatables.

The number of people on the premises shall not exceed:

Large Hall	persons dancing = 240	persons with tables and chairs = 120
Small Hall	persons dancing = 60	persons with tables and chairs = 30

All functions held on a Saturday evening must end by midnight and the whole premises cleared, cleaned and vacated by 01.00 unless agreed in advance. If the functions include amplified music, it is essential that all windows and emergency exit doors are kept closed for the duration

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