



## CORNWORTHY VILLAGE HALL STANDARD CONDITIONS OF HIRE

NOTE: If any Hirer is in any doubt as to the meaning of the following, the Hall Committee or Booking Secretary should be consulted.

### GENERAL

1. **THE HIRER** who must be over the age of 21 years will be responsible for supervision of the premises during the whole time that they are open for the period of the hire, the fabric and contents, their care, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.
2. **THE HIRER** shall not use the premises for any purpose other than that agreed in writing with the Booking Secretary 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.
3. **THE HIRER** shall insure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
4. **THE HIRER** shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. If hired for Public Entertainment a copy of the Premises licence to be obtained from the Booking Secretary and all conditions to be strictly adhered to.
5. **THE HIRER** shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
6. **THE HIRER** shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner in the interests of public safety.
7. **THE HIRER** must report all accidents involving injury to the public as soon as possible. An Accident Report Book is kept in the Village Hall Kitchen for this purpose. Certain types of accident or injury must be reported to the local authority.
8. **THE HIRER** shall ensure that no animals enter the kitchen at any time.
9. **THE HIRER** shall ensure that if children are present, and if relevant, they have up-to date safeguarding policies in place in line with Government legislation and can provide copies of such on demand to the Village Hall Management Committee.
10. **THE COMMITTEE** reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station, in which case the Hirer shall be entitled to a refund of any deposit already paid.
11. **IN THE EVENT** of the hall 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 expense.
12. **THE COMMITTEE** reserves the right to refuse a booking.
13. **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 and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
14. **THE HIRER** shall ensure that the minimum of noise is made on arrival and departure.
15. **WiFi:** The Cornworthy Village Hall WiFi is available to all Hirers and Users free of charge during their Hire Period. The Committee is not responsible for any misuse, or any consequences resulting from misuse and takes no responsibility for any unexpected issues surrounding its use or any variations in signal during the time of hire; however, the Committee will endeavour to resolve any issues where possible.
16. **DEPOSIT:** Refundable Loss/Damage/Cleaning deposit (if charged) is to be paid at least 2 weeks before the hire date. Any such deposit may be forfeit in the case of loss, damage, breakages, or cleaning costs incurred because of the hall being left in an unsatisfactory state. Hirer(s) to be liable for any loss, damage or breakages.
17. **CHARGES:** The invoiced amount will be as stated by the price list of Cornworthy Village Hall. The Hirer will be billed in full for the event, or hours, requested at the time of booking. The bookings secretary should be informed of any variation as soon as possible, and at the latest by the date of the booked event. Electric cards are sold by the Hall on a sale-or-return basis and will be billed with other charges. (Cards are required to top up the electric meter. They are not required for lighting).
18. **THE COMMITTEE** accepts no liability for any loss or damage to personal property.

## SPECIAL CONDITIONS OF HIRE

1. **CAPACITY:** The number of people on the premises shall not exceed 100 persons (70 if seated).
2. **HALL HIRE HOURS:**

Monday to Friday	8.00am to Midnight
Saturday	8.00am to 11.45pm
Sunday	8.00am to 10.30pm

Extensions to these times to be obtained by the Hirer(s) from South Hams District Council.

3. **LICENSING:** The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor.
4. **MEANS OF ESCAPE:** All means of exit from the premises must be kept free from obstruction and immediately available for free public exit. The emergency lighting supply illuminating all exit signs will come on in the event of power failure.
5. **OUTBREAKS OF FIRE:** THE HIRER will make themselves aware of The Village Hall fire safety policy, position of extinguishers and fire alarm points. The Fire Brigade must be called to any out-break of fire, however slight, and details thereof shall be given to the Cornworthy Village Hall Management Committee directly there-after.
6. **DANGEROUS PERFORMANCES:** Performances involving danger to the public shall not be given.
7. **EXPLOSIVES AND FLAMMABLE SUBSTANCES:** Highly flammable substances shall not be brought into or used in any part of the premises. Smoking and vaping are not permitted anywhere on the premises.
  - No internal decorations of a combustible nature (e.g polystyrene, cotton wool) shall be erected without the consent of the Management Committee.
  - Candles are not allowed.
8. **HEATING:** No unauthorised heating appliances shall be used on the premises without the consent of the Management Committee. Portable liquefied propane gas (LPG) appliances shall not be used.
9. **DISPOSAL OF RUBBISH:** The Hirer is required to remove all rubbish from the site after their Hire.

## INSURANCE

1. **THE HIRER** is not covered by the Hall's public liability insurance unless all the following conditions are met:
  - they are working for the benefit of the community, either social or financial
  - they do not make or intend to make a profit
  - they are not carrying out excluded activities, (*a list of excluded activities is noted below*)
  - they are not covered by their own public liability insurance.
2. **IN THE EVENT THAT** the Hirer does not satisfy the conditions set out in 1. above, the Hirer shall be responsible for deciding whether to insure against any third-party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall. (The Village Hall Management Committee is insured against any claims arising out of its own negligence).
3. **THE HIRER** shall indemnify the Village Hall Management Committee (the "Committee") 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 which may occur during the period of the hiring because of the hiring.
4. **RELEVANT INSURANCE EXCLUSIONS** relating to events, activities and exhibitions in Cornworthy Village Hall:
  - duration longer than 48 hours
  - organised by a separate third-party event organiser/company.
  - Events that involve:
    - (a) weapons
    - (b) passenger carrying amusement devices
    - (c) animal rides of any kind
    - (d) ballooning or aerial activities including parachuting, paragliding or parasailing
    - (e) go-karting, quad biking or motor sports
    - (f) bungee jumping or abseiling
    - (g) professional sport teams or persons
    - (h) individual exhibitions valued at over £250,000
    - (i) racing or time trials other than on foot
    - (j) activity involving watercraft
    - (k) firework displays or bonfires
    - (l) bouncy castles and other inflatable devices
  - for Bodily Injury to any person taking part in
    - (a) contact sports (including martial arts)
    - (b) jousting competitions
    - (c) 'It's a knockout' type competitions
    - (d) "Donkey Derby" races.