

**WEELEY VILLAGE HALL**

**Registered Charity no. 246146**

**Standard Conditions of Hire**

1. **The Hirer** shall, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care and safety from any damage.
2. **The Hirer** shall be responsible for the behaviour of all persons using the premises, whatever their capacity.
3. **The Hirer** shall be responsible for proper supervision of the car parking arrangements, to avoid obstruction of the highways.
4. **The Hirer** shall not sub-hire, nor use the premises, nor allow the premises to be used for any unlawful purpose or in any unlawful way.
5. **The Hirer** shall not do anything, nor bring anything onto the premises, which may endanger the same or invalidate any insurance policies in respect thereof.
6. **The Hirer** shall be responsible for obtaining any relevant licences from Tendring District Council as may be required relating to the sale of any alcoholic liquor.
7. **The Hirer** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, The Local Authority and Local Magistrates Court or otherwise.
8. **The Hirer** shall indemnify the Trustees for the cost of repair of any damage to any part of the property or its curtilage or the contents of the building which may occur during the period of hire.
9. If **the Hirer** wishes to cancel the booking they should notify the Bookings Officer. The booking deposit will be refunded if the event is cancelled at least six weeks prior to the event. If the event is cancelled with less notice then the deposit will be refunded only if a replacement booking is obtained or at the discretion of the committee. A cancellation charge of £10.00 shall be deducted from all returned deposits unless waived at the discretion of the committee.
10. **The Hirer** shall, in the interests of subsequent users, leave the premises in a clean and tidy condition, return any furniture used to its original storage place and ensure that any kitchen equipment, worktops and cooker are left clean.
11. **The Hirer** shall supply their own cleaning cloths and equipment, dish cloths, washing up liquid, tea towels and rubbish sacks.
12. All rubbish, whether in black bags or not, **must** be removed from the premises immediately at the end of the hire period.
13. **The Trustees** reserve the right to cancel the booking in the event of the premises being required for use as a Polling Station for Parliamentary or Local government elections, in which case, the hirer shall be entitled to a full refund of any fees already paid.
14. **The Hirer** may be permitted to store equipment in the hall premises at the discretion of the Trustees. The Trustees accept no responsibility for any loss or damage to the Hirer's property however caused.
15. **The Hirer** shall ensure that that all windows are closed, all taps and lights have been turned off and doors are properly locked when vacating the Hall.
16. Both car park gates must be securely locked at the end of the hire period.
17. The heating is controlled by a thermostat in each hall which should be returned to 10 degrees at the end of the hire period. The time switch is not accessible to hirers.
18. All music, live or otherwise, must cease at midnight to comply with the music licence.
19. The premises must be vacated at the end of the hire period and the keys returned **immediately**.
20. Smoking is not allowed in any part of the building.
21. **The Hirer** shall ensure that their guests leave the premises quietly out of respect for our neighbours.

**PLEASE NOTE:**

**For 'one-off' bookings the Hirer may be required to pay a damage and security deposit of £200 in addition to the charge for the hire of the Hall. Such deposit is fully refundable once a satisfactory inspection of the Hall has been carried out by the Trustees to ascertain that all the Conditions of Hire have been maintained.**

These Conditions of Hire only relate to the hire of the Halls within the Village Hall premises. If the Hirer requires the use of the playing field area, permission will have to be sought from Weeley Parish Council and further hire charges may be incurred.

Contact: **Kevin Harkin (Parish Clerk)** Tel: **07702 020616** Email: [clerk@weeleyparishcouncil.gov.uk](mailto:clerk@weeleyparishcouncil.gov.uk)

Hirers of the hall may have use of a large portable stage (small extra charge). Arrangements for the use of the stage should be made with the Bookings Officer on 07977 557431.