

Lady Emily Community Hall, Tarrington

Conditions of Hire

*The committee very much hopes that you enjoy hiring the hall and will book again.
If you have any suggestions or complaints, please inform the Hall Committee.*

Booking.

1. The hirer must be 18 years of age or older.
2. **Charges.** A deposit, if requested, must be paid on booking, which may be partially or fully forfeited if there is any damage to the premises and its contents, car park or play areas. The Committee has the right to charge in full for repairs. Hire charges must be paid in full prior to the event.
3. **Use of premises.** The Hall shall not be used for anything other than that specified on the booking form, shall not be sub-hired or used for any unlawful purpose. The number of people on the premises shall not exceed 200.
4. **Use of kitchen.** Please use the disposable gloves and aprons provided to cover hygiene regulations and bring your own tea towels. Full instructions on the use of the cooker and dishwasher are displayed in the kitchen.
5. **Alcohol and Music.** The hall committee is licenced for the supply of alcohol and the performance of music. If any alcohol is to be consumed on the premises the hirer must contact the licensee. Music must cease at 2300 or 2230 on Sundays and the hall vacated by 2330. An extension to these hours requires special permission from Herefordshire Council and by the Hall Committee who will consult with local residents. The volume of music must be kept at a reasonable level to avoid disturbing neighbours and must be reduced if requested by a Committee member.

End of hire.

6. **Cleaning up.** The premises shall be left in a clean and tidy condition, all furniture returned to their original positions and chairs not over stacked. The waste bins in the hall should be emptied into black sacks and all rubbish removed from the premises unless previously agreed with the Hall committee. Failure to comply with these conditions may incur a £10 fee. If used, the dishwasher must be drained, filters cleaned and the water and electric switched off. If used, the cooker must be cleaned and switched off at the power socket on the wall.
7. **Cleaning equipment.** Cleaning equipment is kept in the 'walk-in' cupboard in the kitchen. Please use the appropriate colour coded equipment for the WC's and the kitchen/hall.
8. **Locking up.** On leaving the premises, if the hirer is responsible for locking up, all lights must be switched off (including car park light if used), heaters turned off and all outer doors locked.
9. **Leaving quietly!** Please ask your guests to leave the premises as quietly as possible, particularly at night to respect local residents.
10. **Reporting damages.** Any damage to the premises or contents, including equipment, crockery and glassware, should be reported to the Committee within 24 hours and may incur an additional charge to the deposit.

Health and Safety.

11. **Steward.** A steward must be identified (who may be the hirer) who is over 18 years of age. The steward is responsible for the identification of fire extinguishers and use of fire exits. The steward is responsible for the supervision of the premises and the behaviour of all persons, including supervision of car parking so as to avoid obstruction of the road. Cars are not allowed on the sports field at the back of the hall unless previously agreed. All vehicles are parked at the owners' risk.
12. **Electrical, Heating and cooking appliances.** Any electrical appliances brought in by the hirer need to be safe and in good working order. No heating appliances other than those installed shall be used on the premises when open to the public without the consent of the Hall Committee. Portable Liquefied Propane Gas (LPG) heating or cooking appliances shall not be used.
13. **Smoking.** There shall be no smoking inside the premises.
14. **Animals.** No animals, other than guide dogs, are allowed in the Hall's premises other than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time.
15. **Accidents.** The hirer must report all accidents involving injury to the public to a member of the Hall Committee immediately. Accidents should be recorded in the Accident Book which, together with a First Aid Box, is situated in the kitchen.
16. **Insurance.** The Village Hall is insured against any claims arising out of its own negligence. The hirer shall be responsible for making arrangements to insure against any third party claims of those attending.

Cancellations.

17. If the hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.
18. The Committee reserves the right to cancel this 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.
19. The Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the Hirer.
20. **Regular clubs (weekly bookings).** In exceptional circumstances the hirer may be asked to cancel/rearrange individual bookings.

For your own safety
Please retain these instructions