

# Great Barford Village Hall

## Terms and Condition of Hire

Hereinafter Great Barford Village Hall shall be referred to as “GBVH” and the Hirer named on the Booking form as “the Hirer”

1. Booking. All applications for the hire of the building must be sent to the Bookings Secretary via our website [greatbarfordvh.org](http://greatbarfordvh.org). The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age.
2. Deposit. Any deposit required must be paid at the time of application and no engagement will be considered booked until this has been received. The booking deposit is refundable subject to satisfactory inspection of the building by GBVH management.
3. Safety. The Hirer should be aware of the Fire Safety Floor Plan of GBVH which is on display. Hirers are responsible for health and safety issues and providing information about safety procedures, fire exits etc. Hirers are not permitted to enter the loft space of the GBVH. Please observe safety notices regarding the stacking of chairs and tables. Any incident must be reported to the Bookings Secretary and if appropriate recorded in the Hall Accident Book.
4. Hire Charges. The hiring charges shall be those shown on the booking form and determined by GBVH. The hire charges to be paid should reach the Booking Secretary at least 7 days before the engagement.
5. Cancellation. In the event of cancellation less than 7 days before engagement, administration charge of £15 will be deducted from the hire fees.
6. Right of refusal. GBVH may refuse any application for the hire of the building without stating a reason. Village organisations shall have priority over other bookings, but no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty, the Booking Secretary shall refer the case to the Committee whose decision shall be final.
7. Alcohol. A fully licensed bar is available as part of the hire charge. Hirers are requested to state the required opening hours at the point of booking. No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of GBVH.
8. Public Entertainments, Music & Dancing. All the conditions attached to the Music and Dancing Licence for the building shall be duly observed. A copy of such Licence may be seen on application to GBVH and the Hirer shall be deemed to have had notice of all such conditions. All music must cease at 11.45pm and the Hall must be vacated by midnight.
9. Other Licenses, Theatre & Performing Rights Society. GBVH’s Licence does not cover performances of theatrical, ballet, opera, or choral works etc. The Hirer is responsible for obtaining the requisite Performing Rights Society Licence and any other licence that may be required for their intended purpose. Any such licence must be exhibited to GBVH.
10. Occupation and Use. The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other times. The building shall only be used for lawful activities. GBVH does not represent that the building is suitable for any particular purpose and Hirer must satisfy themselves in this respect.
11. Sub-let. The Hirer shall not sublet the building or any part thereof.
12. Advertising. All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of deposit.
13. Breakages and Damage. The Hirer is responsible for all damage to the building, equipment, furniture and property in the building and grounds occurring during the period of hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for

replacement "as new" of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.

14. Culpability. Except for wilful negligence on the part of GBVH, GBVH shall not be responsible for any loss of, or damage to, the Hirers or any third party's property arising out of the hiring, nor for any loss, damage or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for a loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify GBVH against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

15. Entry. The right of entry to the building is reserved by GBVH and any other agent of GBVH and any police officer at any time during the hiring.

16. Conduct and Good Order. The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

17. Cessation of activity. GBVH or Committee Member(s) reserve the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

18. Condition on vacation. On vacation of the building, the Hirer shall leave the building in a clean and orderly state and all empty bottles, cans, paper, food debris and any other waste matter must be cleared from the building. The hall and cloakrooms must be left in as clean a condition as found. The deposit monies will be refunded after a satisfactory inspection of the building by a member of the Management Committee.

19. Additions to the building. No fixtures/fittings of any kind shall be driven into any part of the building nor shall any placard or other articles be fixed hereto.

20. Animals. The Hirer shall ensure that no animals except guide dogs are brought into the premises.

21. Property of the Hirer and the Hirer's agent must be removed from the building within 15 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. GBVH accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.

22. Signage. The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the building if in the opinion of GBVH or Committee Member it shall be unseemly or expose the building to an undue risk of fire or in the opinion of GBVH or its agent is likely to lead to disturbance or a breach of the peace.

23. Fire Exits. No exits may be blocked, chairs or other obstructions must not be placed in corridors or fire appliances removed or tampered with, and fire doors must not be propped open. When music is played in the hall, fire doors must remain closed.

24. Lighting. No additional lights or extension from the existing electrical light fittings shall be used without the previous consent of GBVH.

25. Stage shows. Any show involving the use of scenery or the like on stage is subject to the inspection and approval 14 days prior to the engagement by the local Authority and, if appropriate, Fire Brigade. Evidence of such approval must be provided to GBVH.

26. Capacities. The maximum number of persons allowed in the building at any one time is 160.

27. Smoking. Smoking is NOT permitted in any part of the building at any time.

28. Entrance / Regress. A member of GBVH Committee or its appointed person(s) will provide the Hirer with access to the hall and shall return to secure the hall following the completion of the event.

29. Hire Period. The hire period is the time that the Hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up.