



**MARNHULL  
VILLAGE HALL**  
*Your Village ~ Your Hall*

## **Terms and Conditions of Hire**

**Marnhull Village Hall** Burton Street, Marnhull, DT10 1PS  
**Bookings Officer:** Esther Finch: 07376 911878 (Mon-Fri 9am-5pm)  
**Email:** bookings@marnhullvillagehall.org.uk

A booking must be confirmed within seven days of receipt of the booking form or email confirmation/invoice by returning the same with full payment.

Refunds may be made at the discretion of the Management Committee and normally only if the Hall can be re-let.

The Management Committee reserve the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government Election or by-election, or any other emergency event, in which case the Hirer shall be entitled to a refund of any deposit already paid.

The Management Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time upon giving seven days' notice to the hirer.

Under the current regulations, the Hall is allowed to hold the following numbers of people: seated at tables 85; close-seated audience 120; standing 170. Sufficient gangways must always be provided to allow for rapid evacuation of the Hall in case of emergency. These numbers must not be exceeded.

A responsible person (Chair or MC) must be appointed at the start of the meeting or function to keep a record of those in attendance and make sure that no-one is left in the Hall or the toilets at the end of the meeting or function. At the start of each meeting or function the responsible person must ensure the fire exit doors are unlocked and indicate the emergency exits in case of fire and the need for evacuation. The fire exits are shown on the plan in the Hall. In the event of fire, leave the building by the nearest exit and report to the assembly point at the end of the car park. DO NOT stop to collect personal belongings and do not re-enter the building until told it is safe to do so. The responsible person must check that everyone is accounted for and re-lock the fire exits.

The Hirer shall ensure that no smoking takes place anywhere in the building, in compliance with the No Smoking in Public Places Legislation.

The Hirer must apply for authorisation by the Management Committee to supply alcohol, which is subject to the conditions contained in the Licensing Act 2003. The Hirer must observe the terms of the Village Hall Premises Licence which is on the Village Hall website.

The Hirer must vacate the premises by midnight on Saturday and by 11.30 p.m. on all other nights. Users are asked to leave quietly and respect our neighbours.

The Hirer shall not use the premises for any other purpose than that described in the Hiring Agreement 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.

The Hirer will during the period of the hiring, be responsible for supervision of the premises, the fabric and the 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. The Hirer will accept responsibility for personal property and possible liabilities while at the premises. No items may be stored in the building **WITHOUT THE PRIOR AGREEMENT OF THE COMMITTEE.**

The Hirer must record all accidents in the Accident Book and record all breakages in the Breakages Book



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The Hirer shall ensure that any electrical appliances brought to the premises have been tested under the usual regulations and be safe and in good working order. Any electrical equipment to be stored on the premises must have the permission of the Management Committee.

The Hirer shall, if preparing or serving food, observe all relevant food, health and hygiene legislation and regulation; please see the Health and Safety Policy on the website.

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the laws relating to gambling, betting or lotteries.

The insurance policy for Marnhull Village Hall includes an extension of public liability cover to non-commercial organisations that hire the Hall. Hirers should read the Summary of Cover and Public Liability Extension Endorsement, paying particular attention to the list of Significant Exclusions (on the website and on the notice board in the Hall). One of these excludes cover for any claim against the Hirer for bodily injury to a hirer's employee or volunteer, hence hirers may choose to separately insure against this risk or any other excluded liability.

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the Hall, other than for a special event agreed to by the Management Committee. Animals must not enter the kitchen at any time.

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice in connection with such sales, and display the organiser's name and address. The Hirer shall ensure that the total prices of all goods and services are prominently displayed, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

In the event of the Hall or any part thereof being unfit for the use for which it has been hired, the Management Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

Bookings for Groups under the age of 18 years are at the discretion of the Management Committee and only with the Hirer being a responsible adult who will be present at all times of the booking.

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 position properly replaced. **NO ITEMS ARE ALLOWED TO BE STUCK TO THE WALLS OR FLOORS AT ANY TIME.**

Hire Charges are as advertised on the Marnhull Village Hall website.

**I (the hirer) agree to abide by these Terms and Conditions. I understand that failure to do so will jeopardise any future bookings I wish to make, and that I will be liable for any expenses incurred by the Village Hall as a result of any negligence.**

Signature..... Print name.....

Date.....