

## Terms and Conditions of Hire

1. The person by whom the application is signed shall be considered the Hirer. If a promoting organisation is involved, that organisation must be named and shall also be considered the Hirer and shall be jointly and severally liable.
2. The following conditions attached to the Premises Licence granted in respect of the above premises shall be strictly observed:
3. Events must end by midnight. The Hall cannot be used between midnight and 10.00am or on Sundays, Christmas Day or Good Friday for public dancing or music or other like public entertainment which consists of any public contest, exhibition, display of boxing, wrestling, judo, karate or any similar sport.
4. The total number of persons on the premises at any one time should not exceed:
  - \* 240 standing
  - \* 120 seated in rows (*as for a theatre performance*)
  - \* 100 seated at tables (*as for a dinner function*)
5. The Hirer shall accept responsibility for appointing TWO ADDITIONAL PERSONS OVER 21 YEARS OF AGE to be in charge of and present in the premises at all times during such events for adult functions or FOUR ADDITIONAL PERSONS OVER 21 YEARS OF AGE for children's functions. The Hirer shall ensure that such persons are acquainted with the position of fire-fighting equipment and procedures to evacuate the building in case of fire or any other emergency.
6. The Hirer shall not permit any obstruction to restrict the emergency exits which must remain clear at all times. Fire appliances must not be removed or tampered with. All exit signs are illuminated during an emergency or power failure. The Hirer must read the Fire Risk Assessment and familiarise him/herself with the location of the fire exits and fire-fighting equipment.
7. The Management Committee reserves the right to cancel a booking unless payments of all charges have been received prior to the hire date. (*Full amount due on receipt of invoice.*)
8. The hire of the Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall is hired, unless prior arrangements have been made with the key holder.
9. The Hirer, if not a regular user of the Hall, must produce his receipt as proof of booking when collecting the Hall keys.
10. The Hirer shall not sublet the Hall or any part thereof.
11. The Hirer is responsible for any damage to the Hall or Management Committee property in the Hall, which occurs during the period of the hire, or while persons are leaving the Hall pursuant to the hire.
12. Under no circumstances must anything be hung, pinned or otherwise affixed to the walls, ceiling or lights of the Hall. Please only use the fixing eyes provided.
13. All items of furniture must be lifted, not dragged across the Hall floor. Please use trolley provided.
14. The ladders at the rear of the stage are not to be used by the Hirer.
15. It is the Hirer's responsibility to ensure that good order is kept in the Hall and the surrounding site during the period of hire. It is also the Hirer's responsibility to ensure that, at the expiration of the period of hire, the Hall is left in the same CLEAN AND TIDY CONDITION in which it was found, BEFORE the start of the next session and that all water taps are turned off, all electric lights are switched off, all windows closed and all exterior doors locked.
16. The right of entry to the Hall is reserved to the Chairman and to any other person authorised by the Committee during the hire.

## Terms and Conditions of Hire continued

17. The Hirer must ensure that the FRONT AND SIDE ENTRANCE DOORS ARE KEPT CLOSED during events when music is played. The Hirer must also ensure that the MUSIC VOLUME IS CONTROLLED AT A REASONABLE LEVEL so as not to cause any public nuisance. Neglect of this condition will cause forfeiture of the Hirer's deposit.
18. All property of the Hirer or other property brought into the premises in connection with the hiring shall be removed at the termination of the hiring. The Hirer or any third party acting on behalf of the Hirer shall have THIRD PARTY/PUBLIC LIABILITY AND EMPLOYERS LIABILITY INSURANCE associated with any equipment imported into the Hall for use during the hire period.
19. The Management Committee shall not be responsible for any loss of, or damage to any property arising out of the hiring; nor for any loss, damage or injury which may be incurred by, or be arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restrictions or Act of God which may cause the Hall to be temporarily closed, or the hiring to be interrupted or cancelled, and the Hirer shall indemnify the owner against any claim which may arise out of the hiring, or which may be made by any person resorting to the Hall during the hiring in respect of any such loss, damage or injury.
20. An ACCIDENT RECORD BOOK is stored in the medical cabinet in the kitchen and any incident, however insignificant, must be recorded for future reference. *(Type of injury may range from cut finger to death.)*
21. NO ALCOHOLIC LIQUOR shall be sold or supplied unless a licence has been obtained from Test Valley Borough Council for the specific event unless the Village Hall Management Committee is running the bar with prior agreement of the Committee.
22. The Hirer must arrange for removal of all rubbish, bottles etc. from the Hall site – black sacks are provided. Any food waste must be wrapped and may be deposited in the Village Hall black wheelie bin. Cardboard, cartons and tins must be collapsed and may be deposited in the Village Hall brown wheelie bin.
23. The notes for guidance of Hall users form part of the Terms and Conditions of Hire and are sent to you with your invoice prior to your event. The Hirer shall ensure that he/she is aware of the conditions of the Council's Public Entertainments Premises Licence, (information is obtainable from the key holder) and the Hirer shall be the person responsible for observing the licence conditions during the event, unless the Management Committee is notified otherwise in writing. In this connection the Hirer must comply with the Fire and Safety Regulations and is responsible for controlling the numbers admitted to the hall and be aware of the emergency procedure instructions on the Hall walls adjacent to the fire-fighting equipment and to comply with the special conditions attached.
24. In the event of a double booking determination of priority shall be arbitrated by the Management Committee.
25. Any breach of these conditions may lead to the Management Committee withholding the Hirer's deposit or suspension of regular bookings.

For reservations, contact our Booking Clerk for availability and complete Booking Schedule 'C'.

**ANY BOOKINGS ACCEPTED BY THE TREASURER/BOOKING CLERK  
SHALL BE DEEMED ACCEPTANCE OF THESE TERMS AND CONDITIONS BY THE HIRER**

VDMH Management Committee  
Chairman: Michael Knight, 01264 737216  
Treasurer/Booking Clerk: Sue Winch, 01264 737723  
Key Holder: Mary Perry, 01264 737630