

HAMMERWOOD & HOLTYE HALL

CONDITIONS OF HIRE & HIRE AGREEMENT – DECEMBER 2023

1. The **Hirer** is the person or persons in whose name the Hall is booked.
2. The **Hirer**, during the period of hire, will be responsible for the supervision of the premises, the fabric and contents and the behaviour of all persons using the premises, including the supervision and use of the car park.
3. The Management Committee (“the **Committee**”) is not responsible for any item or equipment brought into the Hall by the **Hirer** or attendees at the function. All such items must be removed from the Hall at the end of the hire period, unless specifically agreed with the Bookings Secretary.
4. The **Committee** has Public Liability Insurance to cover the use of the Hall by third parties. If you are a professional **Hirer**, you will be required to demonstrate that you have your own insurance in place to cover your activities.
5. The **Hirer** must ensure sufficient time to include setting up and clearing up has been included in the hire period.
6. The **Hirer** shall not use the premises for any purpose other than that described in the Hire Agreement and may not sub-hire or allow the premises to be used for any unlawful purpose or used in any way which would invalidate the Hall’s public liability insurance.
7. The **Committee** has prepared a risk assessment for the use of the Hall. It is the responsibility of the **Hirer** to familiarise themselves with this document and to comply with any requirements.
8. Where the **Hirer** is a business or corporate body, the **Hirer** will be responsible for obtaining public liability insurance and will provide a copy of the Certificate of Insurance to the Bookings Secretary before the period of hire. The Hall has public liability insurance for private hirers only.
9. The **Hirer** shall be responsible for obtaining any such licences as may be needed for the sale or provision of alcohol or the playing of music for a paying event. A Temporary Events Notice (TEN) can be obtained from <https://www.wealden.gov.uk/licences-and-registers/licensing/alcohol-and-entertainment-licensing/temporary-events/>. The licence should be deposited with Wealden District Council and the Police as instructed on the web page and payment made. If you are providing music for the event, it may be necessary to obtain a licence from the Performing Rights Society. <https://www.prsformusic.com/licences>.
- 10. Alcohol may not be consumed in the Car Park.**
11. The car park is for parking cars ONLY and there must be **no children’s games in the car park**, the lane or the layby on the main road.
12. The **Hirer** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gambling, betting, lotteries or any other activities.
13. The **Hirer** shall ensure they are aware of and comply with any conditions and regulations covering the hire of such premises to ensure that the Hall is used safely.
14. It is the responsibility of the **Hirer** to ensure that all attendees are aware of the fire exits and what to do in the event of a fire or an accident.
15. The **Hirer** must record all accidents involving injury to an individual in the accident book located in the kitchen and report any serious incidents to the Bookings Secretary immediately.
16. A ladder is not provided at the Hall. Chairs or tables may not be used to hang decorations from the cross rails.
17. The **Hirer** shall be responsible for any breakages or damage done to any part of the premises and will be responsible for the cost of repair or replacement. Any damage or breakages must be reported to the Bookings Secretary as soon as possible. A **Hirer** may be required to provide a £40 deposit at the time of booking, which will be returned after the hire if there is no damage or breakages.
18. Any malfunction of any equipment in the Hall must be reported immediately to the Bookings Secretary.

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19. The Hirer shall leave the Hall in the condition in which it was found. Care must be taken when moving tables and chairs which must not be dragged across the wooden floor. Chairs must be stacked no more than five chairs high. All rubbish must be removed from the Hall, including but not limited to waste paper towels from the toilets and/or placed in secured (tied) black sacks in the general rubbish bin outside the hall. If these conditions are not met the **Committee** reserves the right to make an additional charge to the **Hirer**.
20. Where a member of the **Committee** is not present at the end of hire, the **Hirer** shall ensure that all windows are firmly shut and all doors locked at the end of the hiring; all light and heating must be turned off and the key returned to the Bookings Secretary or other member of the **Committee**, as appropriate.
21. **The Hirer shall ensure that no stiletto heels or spiked shoes are worn in the Hall. The Hirer shall not stick any notice or attach decorations etc to the painted wall surfaces as this causes damage to the paintwork.** Any damage to the paintwork or the wooden floor may incur an additional charge to the **Hirer**.
22. The **Hirer** shall ensure that no animals (except assistance dogs) are brought into the Hall, without the express permission of the Bookings Secretary.
23. If the **Hirer** wishes to cancel the booking, they must give as much notice as possible. Where less than twenty four hours' notice is given, the **Committee** reserves the right to charge the **Hirer** in full for the booking.
24. If the **Committee** is required to cancel a booking at short notice for example in the event that the Hall is required to be used as a Polling Station, the **Hirer** shall be entitled to a refund of any monies paid.
25. The **Committee** reserves the right to refuse a booking or to cancel a Hire Agreement at any time provided seven days' notice is given in writing to the **Hirer**. The **Hirer** shall be entitled to a refund of any monies already paid in respect of the hire.
26. All events must finish by **11pm**, which includes any clearing up time. **The Hirer must ensure that any noise by attendees at the event is kept to a minimum, especially when leaving the event late at night.** Please respect the residents.
27. The **Hirer** is responsible for the safe use of the car park and for informing attendees of the parking restrictions. **There must be no parking on the lane – this is an emergency access route and must be clear at all times.**
28. **Bouncy Castles** may not be used at the venue.

COVID GUIDANCE

Although there are currently no restrictions on the use of the Village Hall in relation to Covid, if this situation should change, the **Committee** reserves the right to introduce such measures as it deems fit to operate the hall in a safe manner in accordance with appropriate guidelines and will notify the **Hirer** immediately of any restrictions.

Signed

Committee Member

Date:

HIRE AGREEMENT

As **Hirer**, I agree to abide by the Conditions of Hire of Hammerwood & Holtye Hall as outlined above.

Name of Hirer:

Signed:

Address:

Date:

Telephone:

Contact details:

Bookings Secretary

bookings@hammerwoodandholtyehall.org.uk