

HUTTON COMMUNITY INITIATIVE SCIO - BORELAND VILLAGE HALL
STANDARD CONDITIONS OF HIRE

1. The Hirer will, during the period of the hire, 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 for the behaviour of all persons using the premises, whatever their capacity, including the proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. The Hirer shall not sub-let or use the premises for any unlawful or unauthorised purpose, or in any unlawful or unauthorised way, nor do anything, or bring into the premises anything which may endanger the same, or render ineffective either whole or in part the insurance policies covering said premises or persons using them.
3. The Hirer shall be responsible for (i) ensuring that an occasional licence has been granted to any person who will be responsible for selling any alcohol. This person must be a Premises Licence holder or a Personal Licence holder, (ii) the observance of the same, and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, or otherwise, (ii) setting out the Hall to their requirements.
4. The Hirer shall be responsible for the health and safety of those using the hall grounds under the hire. It is the Hirer's responsibility to read and act on the Health & Safety Policy of Boreland Village Hall and the Fire Safety information detailed in the Health & Safety Policy. A copy of the Hall's Risk Assessment is displayed in the Hall but it is the Hirer's responsibility to carry out their own risk assessment for their use of the hall and to put in place insurance cover appropriate to their event. Please note, the Hall's insurance policy will not cover your event.
5. The Hirer is responsible for reading, and acting on the Notes to Hirers attached to this agreement.
6. The Hirer shall indemnify the Management Committee for the cost of repair of any damage done to any part of the property including curtilage thereof, or the contents of the building during or as a result of any hire.
7. At the end of the hire, the Hirer shall be responsible for leaving the premises, including toilets, kitchen and surrounds in a clean and tidy condition, undamaged, all lights and heating switched off and any contents temporarily removed from their usual positions properly replaced, otherwise the Management Committee shall be at liberty to make an additional charge.
8. At the end of the hire, the Hirer shall be responsible for the checks detailed on the notes for hirers.
9. Maximum permitted numbers in the building including catering staff, bar staff, musicians, performers etc is **80**. However, this number is dependent on how the hirer chooses to layout the hall and the space taken up by eg. a bar, a band etc. The hirer should consult the Management Committee on the maximum permitted number for their event when booking.
10. **SMOKING AND VAPING ARE STRICTLY FORBIDDEN** anywhere within the building, therefore, if it is established that smoking or vaping is taking place at an event, then steps will be taken to stop the event and close the hall.

11. Except for guide dogs and assistance dogs, **animals are not permitted in the building.**
12. The hire fee shall be payable following each monthly hire - an invoice will be sent to the Hirer.
13. If the Hirer wishes to cancel the booking before the date of the event and the Management Committee is unable to conclude a replacement booking, the question of the payment, or re-payment of the hire fee shall be at the discretion of the Management Committee.
14. The Hirer shall be responsible for ensuring the safety of all occupants of the Hall. They shall familiarise themselves with the location and operation of Fire Extinguishers and Fire Exits (see fire plan in entrance hall). They shall ensure that the ban on smoking and vaping is enforced. They shall also be responsible for ensuring the good behaviour of all occupants of the hall, and the suppression of nuisances, obscenity, rowdiness and drunkenness.
15. All events must terminate by 12.00 midnight. If the event is licensed, the licence must not extend past midnight.
16. In the event of a disturbance, the Committee reserves the right to take such action as it deems necessary (including calling the Police) to bring the hire to an end, and close the Hall.
17. The Management Committee reserves the right to decline granting the use of the Hall at any time to any party.
18. The Management Committee reserve the right to alter these conditions and the Notes to Hirers up to 2 weeks before the booking date and will provide a copy.

**HUTTON COMMUNITY INITIATIVE SCIO
BORELAND VILLAGE HALL HIRING AGREEMENT**

The Management Committee of the above mentioned Hall hereby agrees to permit the Hirer named in this agreement to use the premises for the under-noted purpose, and for the period described, but always subject to the conditions specified in the Standard Conditions of Hire and Notes to Hirers. By signing this agreement, the Hirer named in this agreement agrees to observe the conditions contained in the Standard Conditions of Hire and Notes to Hirers.

1. Hirer (must be 21 or over)

Name:-

Organisation (if applicable):-

Address:-

Contact number:-

Contact email address:-

2. Purpose of Hiring:-

3. Period of Hire:-

Date:

Hours:

4. Responsible person who will be present for the duration of the hire (if different to person named at 1) (must be 21 or over) :-

Name:-

Contact number:-

Contact email address:-

5. Hire fee: £

6. Signed by the person named at 1:

Date:

6. Authorised Representative of Hutton Community Initiative:

Name:-

Contact number:-

Signed:

Date: