

Norton Juxta Twycross Village Hall – Standard Conditions of Hire

The HIRER will, during the period of the hire and any preparation time taken leading up to the hire, be responsible for:

- the supervision of the premises and its contents, their care, and safety from damage.
- the behaviour and safety of all persons using the premises whatever their capacity, and their acts in and around the village of Norton
- the evacuation of the hall in the event of a fire (please see additional FRA notes)
- advising all users parking adjacent to the hall to leave their vehicle in a safe and considerate manner and to ensure that all public highway legislation is followed. Safe and responsible parking is the responsibility of the individual and the management committee accepts no liability for off site parking.
- the fire exits are kept clear both externally and internally at all times.
- the proper supervision (by at least two adults at all times), of persons under 18 years of age.
- the supervision and care of our piano, which is a valuable musical instrument and must not be used as a toy. If you intend to use the piano, please let us know so that we can arrange for it to be tuned.
- Cleaning cloths and tea towels are not provided – please bring sufficient for your requirements.

Please note: When hiring the hall you have access to all areas except the small office and the loft space which will remain locked at all times.

The HIRER shall not:

- sub-hire the premises
- allow the premises to be used for any unlawful purpose or manner
- do anything or bring onto the premises anything which might endanger the premises

The HIRER shall be responsible for ensuring that:

- observing all the terms and conditions of the Premises Licence a full copy of which is available on the noticeboard in the entrance hall and a copy of which is supplied at the time of booking to the hirer.**
- the principles of Challenge 21 with regards to the sale and purchase of alcohol are understood (copies available on premises)**
- the Bookings Clerk is advised should you wish to include the sale of alcohol (licensed bar) as part of your hire**
- all decorations (if any) are applied to the tops of the window pelmets or softwood batten at the top of the wall provided – otherwise **please no pins, sellotape or Blu-tac**
- music or other entertainment to be conducted at reasonable levels, giving due consideration to the residents, so as not to disturb the peace or to considerably disadvantage their environment
- music or other entertainment ceases on or before 00:30 (a hall licence requirement)
- once the entertainment has commenced, all doors and windows to the hall are closed, to minimize disturbance to residents

- ❑ Children must be supervised by a responsible adult and remain within the premises during the period of hire. The car park and surrounding areas are not suitable or safe areas for children to play in.
- ❑ the keys to the hall are kept securely at all times and returned to the authorised key holder on completion of the hire. The security alarm must be set when the premises are vacated.
- ❑ Hirers and their guests leave the premises quietly and without disturbing village residents

At the end of the hire the HIRER shall be responsible for:

- ❑ leaving the premises and surrounding areas in a clean and tidy condition
- ❑ returning the heating control to "low" 16 degrees C.
- ❑ closing the fire doors and shutters between the main hall and kitchen area
- ❑ ensuring that all taps are properly turned off
- ❑ properly locking and securing the premises (including resetting the alarm) unless otherwise instructed by the authorised Hall representative
- ❑ replacing any contents temporarily removed from their usual position
- ❑ removing all food items and refuse and disposing of it in a lawful manner

The HIRER shall indemnify the Village Hall Committee for the cost of repair or damage to the hall, its contents, or any other property within the village of Norton, which may occur as a result of the hire.

The Committee reserves the right to:

- ❑ withdraw the hire if the hire fee and deposit are not paid prior to collection of the key and the start of the hire period
- ❑ cancel the hire in the event of the hall being required for an Election Polling Station, refunding monies paid as necessary
- ❑ withhold all or part the refundable deposit if any of the conditions of hire are not observed in full
- ❑ levy additional charges to recover unforeseen costs incurred as a result of the hire
- ❑ conduct random spot checks in order to protect the premises licence

The HIRER must be at least 18 years of age.

Please note:

Failure to observe these guidelines will bring the hall into disrepute and jeopardize the entertainment licence, which will result in the hall no longer being available for private hire.

Deposit cheque

The committee reserves the right to retain all or part of the deposit cheque, in the event of:

- **Damage to or loss of any Village Hall property**
- **Complaints from local residents**
- **Contravention or failure to observe any of the conditions of the premises license**

In most cases we destroy the deposit after the event. In the event that we do wish to retain the deposit, we will notify you.

Thank you.