

You, the Hirer will ensure adequate preparation, supervision, oversight for the safe, legal and responsible use of the premises, behaviour of all persons whatever their capacity, including regard to:

- 1. The number of people present:** indoors not exceeding 100 standing/dancing, 60 when seated at tables or 90 in a close-seated audience - with due regard to the need for all to have clear access to Fire Exits, at least 1m wide, and receiving instruction on emergency procedures.
- 2. No smoking indoors.** No fireworks. No BBQ without consent of Trustees. No illegal drugs on the premises.
- 3. People with particular needs:** including children (people under 18), older people and anyone especially at risk. Children must always be accompanied by responsible adults: anyone with mobility or other constraints should be allocated a relevant 'buddy' for any support they might need, especially in an emergency.
- 4. Compliance with relevant qualifications, laws, licences, national guidelines etc,** including safeguarding requirements. Child Protection Policies are the hirer's responsibility. (Copy may be requested). The village hall does not have a TV license, so using a TV or downloading BBC programmes or recording live TV programmes on desktop computer, phone, etc is prohibited.
- 5. Regulated activities permissible:** which under our Premises Licence are: indoor & outdoor performance of a play, showing a film, sports, performance of live and recorded music, dance, pantomime, singing & late- night refreshment. Separate laws re.to *Performing rights*, and *Gaming, Betting & Lotteries* must be complied with.
- 6. Alcohol:** may be consumed or provided free by the host but must not be sold without (i) full agreement with Trustees along with (ii) compliance with a Temporary Event Notice (TEN) obtained from Breckland Council.
- 7. Cooking:** The use of cooking oil is prohibited (no deep fat fryers permitted either).
- 8. Noise levels,** with respect for our neighbours at all times, especially when arriving & leaving the premises and after 10pm, closing doors & windows as relevant. After 11pm noise abatement legislation applies. No music after midnight. The use of generators is prohibited.
- 9. Car Park:** Only vehicles may be parked in the car park, unless by prior agreement with the Trustees.
- 10. The Store Room:** which must be locked and out of bounds to all but the hirer, or delegated adult/s for whose actions the hirer takes full responsibility: it is only to be accessed for tables, chairs, chair trolley & screen pull. All other items require trustees' consent.
- 11. The Floor:** that no footwear is worn that damages the floor, and it is kept dry, with all spills quickly wiped up.
- 12. Nothing to be pinned to walls/woodwork:** all Blu Tack to be carefully removed afterwards.
- 13. Leaving the premises as found, clean and cleared of rubbish after the event:** main cleaning cupboard is off the ladies' toilet & must be kept locked during the event: basic cleaning aids are under the kitchen sink.
- 14. Leaving the hall securely locked** if unattended, and when returning the key to the key safe or booking person, immediately after the event unless otherwise agreed in advance.
- 15. Public Liability Insurance** is included for non-profit-making hirer/ charity organisations (e.g. parties, weddings)

You, the hirer will:

- 16. Comply with the guidelines:** 'Safe Use of the Village Hall' 'If there is a Fire' and 'At the End of your Event' all with respect to the Floor Plan – all attached here and displayed in the Village Hall.
- 17. Report any accident** or near miss, and any damage or danger, found or arising - as soon as possible to Elaine Willies 07568 774261 (H&S Trustee), *especially where electrical, health or other hazard arises:* complete an Accident Record Form (in bottom drawer under kitchen hand-wash basin) and leave it there.
- 18. Accept full responsibility for the cost** of any repair, replacement or reinstatement necessary due to loss or damage to the property and/or contents caused by the Hirer, his/her guests or patrons during their use, including fabric of the building, furniture, fittings, equipment, all outdoor amenities and fencing etc. A returnable deposit may be retained towards such costs.
- 19. Understand that Trustees accept no responsibility** for property brought onto any part of the premises by the hirer, his/her guests or patrons, for any purpose. Also, that such item/s must be safe for use. Electrical kitchen equipment/appliances must have a Portable Appliance Testing (PAT).
- 20. Will not be required to pay for cancelled bookings**
- 21. Provide Public Liability Insurance to cover their activities** which are profit-making.

NB Trustees may need to: (i) Amend these Terms & Conditions (ii) Alter charge rates for ongoing bookings (iii) Cancel bookings (e.g., due to elections, repairs, one-off bookings, unforeseen circumstances).

We will give notice if possible. We will not be liable for any losses that may be incurred.