

Miserden Village Hall Hire Conditions

When you hire Miserden Village Hall (hereafter referred to as “the Hall”), you enter into a contract with us, the Miserden Village Hall Trustees (hereafter referred to as “Trustees”, “we”, “us” and “our”), which makes you responsible for the safety and behaviour of the people who use the Hall with you, and for the Hall and all of its equipment. Therefore, when you sign the Booking Form you agree:

1. Safety

1.1 That you are responsible for the safety of everyone using Miserden Village Hall with you and that you will reduce risks, particularly from fire, to as low as reasonably practicable.

1.2 Not to do anything, or bring anything into the Hall or its grounds, that may damage or endanger them or the people using them.

1.3 To ensure that no more than 120 people are allowed in the Hall building.

1.4 To ensure that all emergency exits are kept unobstructed and unlocked and that all escape routes are immediately available for exit.

1.5 That propane or butane cooking or heating equipment will only be used within the Hall building subject to:

- a) You provide us with a copy of your own and your caterer's Public Liability Insurance at least four weeks before your event
- b) Cooking or heating equipment being attended at all times whilst in use
- c) Gas cylinders being sited:
 - i. where they cannot be knocked over
 - ii. outdoors when the Hall is unoccupied
 - iii. external to any marquee or tent
- d) Equipment, including gas cylinders and pipes, being serviced and maintained in accordance with manufacturer's instructions . If you use such equipment in the grounds, it must be kept at a safe distance from the Hall's doors and windows.

1.6 To have a competent person check that any cooking, audio, video, pumping or heating equipment brought into the Hall or its grounds will not overload the Hall's electricity circuits.

1.7 To ensure that all electrical equipment brought into the Hall or its grounds is in good working order, used in a safe manner, fused in accordance with the manufacturer's recommendations and that temporary cables laid across the floor do not create a trip hazard.

1.8 Not to allow candles or anything else with a naked flame, other than tea lights in heavy containers, to be used in the Hall; not to allow any naked flames, including tea lights, to be present when hay bales or any other readily flammable items have been brought into the Hall.

1.9 If you erect a marquee in the Hall grounds, to ensure appropriate fire safety precautions are in place, including fire extinguishers and emergency lighting; not to take fire extinguishers from the Hall building into the marquee and to limit the number of people in the marquee to the safe maximum advised by the marquee vendor or the Fire Authority.

1.10 To observe all relevant food health and hygiene legislation and regulations if you are preparing, serving or selling food.

1.11 To record any accident in the Injuries Book, kept in the kitchen by the First Aid Box.

2. Booking, License compliance and ending times

2.1 To ensure recurring bookings are only made three months in advance.

2.2 Not to sell alcohol unless the Premises Supervisor has authorised sales.

2.3 To obtain any licenses required by the Performing Rights Society.

2.4 Not to allow people under the appropriate age to be present when films classified 12A, 15 or 18 are shown (see Licensing Information).

2.5 To stop all music at midnight unless we consented to a later time when you booked the Hall.

2.6 To leave and secure the premises by 0100 (Friday and Saturday bookings) or by midnight (Sunday to Thursday bookings), unless we consented to a later time when you booked the Hall and we have obtained a Temporary Event Notice from Stroud District Council for your event (cleaning may be done the following morning by prior arrangement with us).

2.7 Not to erect a marquee in the grounds of the Hall without our consent.

2.8 Not to use the Hall for any purpose that you did not include when you completed the Booking Form.

3. Supervision

3.1 To be responsible for supervision of the Hall, including its grounds, and for preventing damage, however minor, to the fabric, equipment, and contents.

3.2 To be responsible for the behavior of everyone using the Hall, including avoidance of unreasonable noise.

3.3 That you, or someone you nominate at the time of your hire application, will be present at the Hall during the entire hire period when the Hall is occupied.

3.4 To be responsible for the proper supervision of car parking to avoid obstruction of the highway.

3.5 Not to sublet the Hall.

3.6 Not to use the Hall for any unlawful purpose.

4. Damage

4.1 To pay for the cost of: repairing any damage done to the Hall or its contents; replacing any breakages; or damage to the grounds, during or resulting from your hire.

4.2 To indemnify us against any claims that may arise from any cause from your use of the Hall, including loss of or damage to property and personal injury.

5. Clearing up

5.1 To place all rubbish in the bins provided, splitting the recycling as indicated. Any waste that cannot fit into the bins should be removed by the Hirer at the end of their hire period.

5.2 To leave the Hall and grounds in a clean and tidy condition and to:

- a. wash all the crockery, cutlery and glasses you have used and return them to where you found them
- b. drain the dishwasher and clean the filter (see instructions on the wall)
- c. return tables and chairs to the position then were in when you arrived
- d. sweep the floors and clean the kitchen surfaces (if you used the kitchen)
- e. turn off all heating, lights, equipment and taps
- f. properly lock and secure the Hall and return the keys where provided.

5.3 To have booked enough time to clear up and clean the Hall and, if necessary, the grounds.

6. Cancellation

6.1. The Hirer agrees to provide the Trustees with no less than 48 hours of any cancellation. Failure to do so may result in a hire charge being payable.

6.2 We reserve the right to cancel your booking if we have reason to believe that it would result in a breach of licensing conditions, or other legal requirements, or that unlawful or unsuitable activity would take place.

6.3 We reserve the right to reschedule a recurring booking should a longer booking of five days or more occur over a booked period of five hours or less. On the very rare occasion this may happen, a minimum of one months' notice must be given, and the recurring booking will be rescheduled at the Hall at no additional cost or refunded in full.

6.4 We will not be liable to you for any loss from any breakdown of equipment (including the heating system), failure of supply of electricity or water, leakage of water, fire, government restrictions or Act of God that may cause the Hall to be temporarily closed or your hiring to be interrupted or cancelled.

7. Payment

7.1 To pay all charges by the date agreed at the time of booking. Failure to pay on time may result in cancellation of your booking.

8. Insurance

8.1 To arrange appropriate insurance if you consider it necessary.

8.2 The Trustees' have Public Liability Insurance provided by Ecclesiastical Insurance (Policy Number CCP221960).

8.3 Your home insurance may cover you for other accidents, and the Trustees' insurance **may** provide indemnity to hirers under some circumstances, however the Trustees' insurance does **not** cover:

- a. Hirers' business or commercial functions, including fund raising, even if the hirer is a User Group;
- b. Bouncy castles or other inflatable devices;
- c. firework displays and bonfires;
- d. sponsored walks, rides or similar events;
- e. remote controlled aircraft or drones ;and
- f. a range of other, potentially hazardous, activities

Please note that the Hall cannot be hired by anyone under the age of 21 and that the Trustees reserve the right to refuse any booking should they deem it unsuitable for the Hall.

If you have any doubt about the meaning of this Hire Contract or the conditions contained herein, please contact Bookings.

Miserden Village Hall Trustees		
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