



Longden Parish Village Hall

STANDARD CONDITIONS OF HIRE

1. THE HIRER will, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents; safety from damage however slight or change of any sort; and for the behaviour of all persons using the premises whatever their capacity, including 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 purpose or in any unlawful way, nor must anything be done or brought onto the premises which may endanger the premises or any insurance policies in respect thereof.
3. Hirers who wish to have a bar can do so with the consent of the LVH Committee.
4. THE HIRER MUST ENSURE THAT THE FIRE EXITS ARE TO BE KEPT CLEAR AT ALL TIMES AND NOT USED EXCEPT IN AN EMERGENCY.
5. THE HIRER shall indemnify the Longden Village Hall Committee for the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
6. IF THE HIRER wishes to cancel the booking the fee will be re-funded provided a clear four weeks' notice has been given in writing. However any deposit paid may be retained by the Committee.
7. THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition at the end of hiring, and the premises shall be properly locked and secured unless directed otherwise; and any contents temporarily removed from their usual positions shall be properly replaced. If these conditions are not complied with the Committee shall be at liberty to make an additional charge.
8. Bouncy Castles / inflatables – The hall does not have insurance for these and therefore the hirer must have their own personal liability insurance to cover and accidents.
9. THE LONGDEN VILLAGE HALL COMMITTEE reserve the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Local Government or Parliamentary election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

10. IN THE EVENT of the building or of any part thereof being rendered unfit for the use for which it has been hired the LVH Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

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12. IN THE CASE of a booking by an organisation the authorised representative named overleaf, or in the case of a private booking the hirer, is responsible for becoming acquainted with all fire precautions, provision and the maintenance of public order. In the case of a booking for a dance or music or any other public entertainment of like kind, the hirer/representative shall also be responsible for observing and carrying out any conditions specified in the entertainment licence granted by the Local Authority.

13. PLEASE NOTE THAT SMOKING IS NOT ALLOWED IN THE BUILDING

There is no telephone on the premises. It is the responsibility of the Hirer to have a mobile phone available.

All bookings are calculated from the time you enter the building to the time you leave.

***Cleaning fee will be charged if hall is not left in a clean state.**