

# FLAUNDEN VILLAGE HALL

BIRCH LANE, FLAUNDEN HP3 0PP

WWW.FLAUNDEN.COM

## STANDARD CONDITIONS OF HIRE

For the purpose of these conditions the term HIRERS shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. HIRERS will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort, and the safety, control and 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. HIRERS will be responsible for undertaking any risk assessments that are required to ensure the safety and protection of those using the hall during the period of the hiring.
2. HIRERS shall be responsible, at the end of the hiring, for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed and any contents temporarily removed from their usual positions properly replaced (chairs, tables etc) otherwise the Committee may be at liberty to make an additional charge. The HIRERS must ensure all taps and heaters are turned off and the water unit in the kitchen turned to "standby". The large bin outside is for general rubbish so HIRERS are asked to take any recycling away with them. On **NO ACCOUNT** are nappies to be left in any of the internal bins.
3. The committee or its representative may at their discretion require a damage/cleaning deposit to be paid in advance. The HIRERS will be informed at the time of booking if this is required and the amount. This deposit is to be paid at the time of payment of the balance of hire charges. This deposit will be refunded in full after the event either by a Flaunden Village Hall Fund cheque or bank transfer if no damage or extra cleaning work is required after the event and the terms of the letting have been adhered to.  
Additionally, further charges may be levied if necessary, because of excessive damage done or additional work being needed which is not covered by the amount of the damage/cleaning deposit paid. **HIRERS should be aware that the hall is checked several times a week especially after any event to check on cleanliness and damages.**  
The HIRERS shall ensure the minimum of noise is made on arrival and departure from their event. The deposit may also not be returned if undue noise or other disturbances are caused by the HIRERS, especially if complaints are received from third parties. In the event that any Committee members have to be called out to deal with any problems caused by the HIRERS then extra charges will be made.
4. HIRERS shall indemnify the Committee for the cost of repair or replacement for any damage done to any part of the property including blinds and curtains and other contents which occurred during the period of the hiring.
5. HIRERS shall indemnify the Management Committee against all claims, demands, actions or proceedings in respect of: the death or injury of any person or loss of or damage to property

which shall occur during the period of the hire or arising out of the hiring, unless caused directly by the negligence of the Committee, its agents or servants.

6. HIRERS shall at the beginning of the hire check they are aware of the location and operating instructions of all fire-fighting equipment. They must ensure that all fire doors are closed and that no exits are blocked during the hire period and that all users of the hall are also familiar with fire safety arrangements, including the location of emergency exits and of fire-fighting equipment. The hall has a basic first aid kit for use in the event of an accident or personal injury and the HIRERS must inform the Hon Secretary or Bookings Secretary of any accident and must record the details of any accident in the Accident Report Book located in the kitchen. The HIRERS shall call the Fire Brigade to any outbreak of fire however slight, and details shall be given to the Hon Secretary or Bookings Secretary. Should a mobile signal be weak the nearest public telephone is situated at a short distance from the hall: turn right from the main entrance, turn left at the crossroads, and the telephone box is 25 metres on the right.
7. HIRERS shall bring to the hall such equipment at they deem necessary but which is not provided by the hall. For the avoidance of doubt, this includes drinking glasses and cleaning materials which are NOT provided such as washing up liquid and suitable non-corrosive cleaning fluids for the floor areas. Any electrical equipment or other appliances brought to the premises and used during the period of the hire should be in good working order and should have undergone portable appliance testing (PAT). The HIRERS shall not bring into, or use, any unauthorised heating or cooling appliances onto the premises without the consent of the Management Committee.
8. HIRERS shall, if preparing, serving or selling food, observe all relevant food and hygiene legislation and regulations. There are two fridges so foods can be separated into any necessary dietary requirements.
9. HIRERS shall comply with all regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise. The HIRERS shall be responsible for all such licences as may be needed for the sale or supply of alcohol and food and for the observance of the same. If proposing to sell alcoholic drinks, the HIRERS must first obtain a Temporary Event Notice from Dacorum Borough Council. If the HIRERS are to engage in any performance of live or recorded music, of dance, plays or the showing of any films or similar entertainment then they must obtain the relevant licence(s) from the Performing Rights Society and Phonographic Performance Limited that may be required in addition those already issued by these bodies to the Flaunden Village Hall (details on our notice board). The HIRERS shall do so only during the permitted hours stated in the Premises Licence i: e from 12:00 to 22:00 Mondays to Fridays, 12:00 to 23:00 Saturdays and 12:00 to 22:00 Sundays.
10. HIRERS shall ensure that nothing is done on, or in relation to, the premises in contravention of the laws relating to gaming, betting and lotteries.
11. HIRERS shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way. The HIRERS shall not in any portion of the premises bring in or use explosives, bring in any flammable substances, shall not erect any

internal decorations of a combustible nature nor undertake the use of fireworks or bonfires. The HIRER must also not bring anything to the premises which may endanger or render invalid any insurance policies in respect thereof. If the HIRERS are using a bouncy castle or any other land-based inflatable then they must ensure the equipment is supervised by responsible employees at all times when in use or inflated. External inflatables must be firmly anchored with each anchor point clearly marked and wrapped to prevent injury and soft matting provided in each location to prevent injuries arising from falling from the inflatables and no inflatables should be used by those aged two and under. If the HIRERS are using trampolines then they shall ensure that the trampolines are supervised by responsible and trained adults/employees at all times and should be fitted with adequate safety side netting.

12. If the HIRERS are to use the P.A. system and sound system they should follow the instructions provided inside the locked cabinet. The piano was a gift to the hall from a village resident and we ask that only competent players use the piano.
13. HIRERS shall ensure that no animals and no dogs except designated group bookings and assistance dogs are brought into the hall without the consent of the Management Committee.
14. HIRERS shall ensure that that the provisions of all relevant legislation including the Children's Act 1989, the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 are strictly observed in relation to all persons supervising children and children's activities on the premises.
15. HIRERS shall ensure that the provisions of the Equality Act 2010 are observed.
16. If the HIRERS wish to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of the repayment of the fee shall be at the discretion of the Committee.
17. The Committee reserves the right to cancel any hiring in the event of the hall being required for use as a polling station for a Parliamentary or Local Government election or by-election, in which case the HIRERS will be entitled to a full refund of any monies paid.
18. If the HIRERS are in any doubt as to the meaning of any of the above conditions of hire, the Bookings Secretary or Chairman should be contacted.

Approved by Flaunden Village Hall Management Committee  
(constituted under Charities no. 234611: Flaunden Village Hall Fund  
and no. 267056: New Village Hall)

To take effect from 5th December 2019