

Tivetshall Village Hall - Hire Terms and Conditions

The Committee refers to Tivetshall Village Hall Management Committee. If the Hirer is in any doubt as to the meaning of the following, a member of the Committee should be consulted.

1) Care of the Village Hall

- a) The Hirer shall, during the period of the hire, be responsible for the care of the Hall, its grounds and its contents.
- b) The Hirer is responsible for making sure that the Hall is not left unattended and unsecured at any time during, or at the end of the hire period.
- c) No alterations or additions, including the installation of fixtures, may be made to the Hall.
- d) No placards, decorations or other articles may be attached in any way to any part of the Hall unless with the prior consent of the Committee.
- e) The Hirer shall make good or pay for all damage (including accidental damage) to the Hall or its fixtures, fittings and contents. The Hirer is responsible for the replacement of any contents lost or stolen.
- f) The Hirer shall be responsible for leaving the Hall and its vicinity in a clean and tidy condition in readiness for the next Hirer. Failure to do so may result in the Committee retaining monies held, or possibly make an additional charge.

2) Supervision

- a) The Hirer is responsible for the actions of all persons using the Hall during and following the hire period. Orderly behaviour should be maintained, both inside the Hall and in the vicinity.

3) Use of the Village Hall

- a) The Hiring Agreement allows only the use of the Hall and confers no tenancy or other right of occupation on the Hirer.
- b) The Hirer shall not use the Hall for any purpose other than that described in the Hire Agreement.
- c) The Hirer shall not sub-let the Hall.
- d) The Hirer shall not use the Hall or allow the Hall to be used for any unlawful purpose or in any unlawful way.

4) Licences and Legislation

- a) The Hirer shall be responsible for obtaining and complying with such licences as may be needed for the sale, supply or consumption of alcohol. This licence is now known as a Temporary Event Notice and can be applied for from South Norfolk Council. Telephone number 01508 533633.
- b) The hirer will provide a copy of the authorised Temporary Event Notice to the Booking Clerk at least two working days before the date of hire.
- c) The Hirer shall comply with all conditions and regulations made in respect of the Hall by the Fire Authority and South Norfolk Council, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children or vulnerable adults.
- d) The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation. It is the Hirers responsibility to ensure that no animals enter the kitchen at any time.

5) Information for Hirers

- a) The Hirer must follow any instructions contained in the 'Information for Hirers' and any instructions displayed in the Hall. Should these not be followed the Committee shall be at liberty to retain monies held and may make an additional charge.

6) Stored Equipment and Other Property

- a) The Committee accepts no responsibility or liability for loss or damage to any stored equipment or other property brought on to or left at the Hall.
- b) All equipment and other property must be removed at the end of each hiring, unless by prior agreement with the Committee. The Committee reserve the right to make additional charges for any property not removed.

7) Regular Hire

- a) Hirers will be subject to a probationary period, following which the Committee may at its discretion decide to renew or cancel the Hiring Agreement.
- b) Hirers are requested to give the Booking Clerk a minimum of 4 weeks notice of termination of a Regular Hire.

8) Insurance

- a) During the period of the hire, the Hirer is covered by the Hall's insurers against any claims arising out of the negligence of the Committee. Any claims made for accidents or injuries arising out of the activities taking place at the Hall are the Hirer's responsibility, as are any claims from local residents for damage to property, or nuisance caused by persons attending the Hall.

9) Cancellation

- a) If the Hirer wishes to cancel the booking 2 weeks or less before the date of the event and the Committee is unable to secure a replacement booking, the question of the repayment of the booking deposit or any other hire fee paid shall be at the sole discretion of the Committee.
- b) The Committee reserves the right to cancel a hiring, or an occurrence of a Regular Hire, in exceptional circumstances. In any such case the Hirer shall be entitled to a refund of any fee already paid, but the
- c) Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.