

Thundridge Village Hall Management Committee

Hire Agreement

This agreement is made the Day Month Year

Between The Thundridge Village Hall Management Committee (The Committee)
represented by Mrs Pauline Mortlock – Booking Secretary (Telephone: 01920 467 152)

and The Hirer

Telephone

Address.....

1 The committee agrees to permit the Hirer to use the premises for the purpose and periods stated below.

2 The Hirer will pay a retainer of £100 which will be refunded upon return of the premises in good order and clean condition.

3 The Hirer will pay on the date of the Agreement the fee of £ and the copy of this Agreement signed for and on behalf of the Committee will be a full and sufficient receipt.

4 The accommodation and facilities to be hired are defined in Section B

5 the purpose of hiring is

6 I/we wish/do not wish to use the cookers. I have read and understand the safety instructions regarding the use of cookers.

7 The period of hire is: Date Time: From To

8 The Hirer agrees to comply in all respects with the Conditions of Hire as attached.

Signed on behalf of the Committee by Booking Secretary.

Signed on behalf of the Hirer by

Conditions of Hire

Section A - Booking procedure.

A1 Bookings. Bookings may be made by application to the Booking Secretary: Mrs P. Mortlock, 34 Youngsbury Lane, Wadesmill, Ware, Herts. SG12 OTY.
Telephone 01920 467152

A2 Special dates. Bookings for special dates, e.g. Christmas Eve, Christmas Day, Boxing Day, New Year's Eve etc. must be approved by the Committee.

A3 Hire charges. Charges are normally made on an hourly basis, subject to the period of time and day of the week required with a minimum charge per session. Any over-run of the period of hire will be charged at the appropriate hourly rate.

A4 Hire must terminate at midnight. Unless approved by the Committee in advance, all functions must terminate by 12 midnight. An additional half hour is permitted for clearing up, but all persons must vacate the premises by 12.30 a.m.

A5 Special hire arrangements. Cleaning of the premises is carried out at times specified by the Committee, and any bookings required which may overlap these times must have the approval of the Committee.

A6 Cancellation of agreement. If Hirer withdraws from this agreement, no refund of the retainer will be made unless such notice is given 14 days before the hire period is due to begin.

Section B – Accommodation and facilities available.

B1 Main Hall. The Main Hall annex, stage, cloakrooms and kitchen in which two electric cookers, an urn and one microwave oven are available for the use of Hirers. The mobile plate warming cupboard, which is the property of the Hertfordshire County Council is not to be used. If the Hirer wishes to use the cookers they must read the instructions on how to use the appliances (supplied by the Booking Secretary) and such signing will confirm that the instructions have been understood.

B2 Equipment. Basic catering equipment is provided i.e. cups, saucers, tea plates etc. Any damage or breakage to any hall equipment or fixture must be reported to the Booking Secretary within 24 hours of the event. An appropriate charge for the cost of replacement may be made and deducted from the retainer.

B3 Hall furniture. Tables (marked TVH) and chairs stored in the annex are available for use. There are some tables marked “Thundridge JMI” also stored in the annex and low level forms stored in the kitchen which are not the property of the hall and should not be used. Furniture stored in main hall annex must be returned there after use and stacked neatly as found. To obviate damage to the hall floor tables and chairs must be lifted, not dragged across the hall floor.

B4 Main hall annex. The annex which is used for storing hall furniture can also be used as a bar or serving area by the Hirer.

B5 Car park. The car park is available for the use of hirers during the time that has been booked for the use of the hall. Cars must not be left beyond the period of hire or overnight. See also section C4.

Section C - General conditions and responsibilities of hirer.

C1 Hall capacity. The maximum capacity of the hall is 120 persons excluding staff and attendants.

C2 No decorations will be attached to the walls, doors and ceiling without prior consent of the Committee.

C3 Responsible conduct. The Hirer shall be responsible for the conduct and behaviour of all persons using the premises during the period of hire.

C4 Car parking. Hirers are requested to supervise parking to avoid obstruction of the highway and to prevent nuisance and annoyance to local residents. Vehicles parked in the hall’s car park must be parked clear of the emergency exit doors.

C5 Noise. While the Committee realises the hall is for enjoyment and that may mean music and other noise associated with having a good time, Hirers are reminded that the hall is surrounded by houses and they are asked to exercise restraint in order not to unnecessarily disturb local residents. For example if loud music is being played please keep doors and windows closed and be quiet when arriving and leaving the hall.

C6 No unlawful use. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful manner. Nor must the Hirer do anything or bring on to the premises anything which may endanger the safety of any person or render invalid any insurance policies in respect thereof..

C7 Sale of liquor. Hirers are reminded that it is illegal to sell intoxicating liquor without a valid licence and that obtaining such licences shall be responsibility of The Hirer.

C8 Smoking. It is illegal to smoke in any of the rooms in the hall or in the toilets. Do not litter the environs of the hall with unwanted smoking material. Please use the receptacles provided.

C9 Dancing and entertainment regulations. The Hirer shall comply with all conditions and regulations made in respect of the premises by any Public Statutory Body or court particularly in connection with any event which includes public dancing or music or other similar entertainment.

C10 Food and hygiene regulations. The hirer shall observe all appropriate food, health and hygiene regulations.

C11 Electrical appliances. The Hirer shall ensure that any electrical appliances brought in to the premises comply with appropriate safety standards and are in good working order and used in a safe manner

C12 No liability of Committee. Insofar as the law permits, the Committee does not accept liability for any injury to persons or damage to personal property on the premises, or its grounds. Any property of the Hirer left on the premises during the period of hire, is the responsibility of the Hirer.

C13 Rubbish. It is the responsibility of the Hirer to dispose of all rubbish created by him/her and such rubbish must be removed from the hall and its grounds by the time the period of hire expires.

N.B. The management does not provide rubbish sacks.

C14 Animals. No animals are allowed in the hall, except guide dogs.

Section D - Hall heaters and other special requirements.

D1 Heaters. There are two heaters in the main hall, one in the annex and one in the kitchen. The hall heating system is controlled by a clock situated in the ladies toilet. The system operates to set times but should the heating be required outside these hours the system can be activated by overriding the programme. Full instructions on how to operate the system and a number to ring in the event of difficulties are displayed on the notice board in the lobby.

D2 Exit signs. The Hirer must comply with the legal requirement of displaying the "Exit" signs by ensuring the signs are switched on during the period of hire and switched off before leaving.

Section E. Before leaving.

The Hirer shall:

- E1 Clean the floor with the equipment provided**
- E2 Draw back the curtains and ensure that the windows are closed and locked.**
- E3 Remove from the hall (and its grounds) all rubbish generated by him/her.**
- E4 Ensure that all doors are locked namely; 2 doors in the kitchen, one in the annex, the double doors in the main hall and the main entrance door (when leaving).**
- E5 Switch off “Exit” signs and turn off lights.**
- E6 Return key to Booking Secretary immediately after event.**