

# Gwehelog Parish Hall

## CONDITIONS OF HIRE

All Hirers must abide by the following Conditions of Hire:

### 1. PAYMENT

Payment must be paid in full prior to the date of the event or on return of the Booking Form. Provisional bookings can be held for up to 7 days, then they must be confirmed with the necessary fee to secure the booking.

### 2. PAYMENT OF A SECURITY DEPOSIT

- a) For large functions, especially those during the evenings and weekends, a Security Deposit of 20% of the total room hire costs, up to a maximum of £250 may be required with payment of the full amount.
- b) For smaller and regular bookings a Security Deposit will not usually be required.

### 3. CANCELLATION

The Village Hall Management Committee reserves the right to refuse any application, postpone or cancel a hiring and revise the charges from time to time. Every effort will be made to give reasonable notice should any of these actions prove necessary.

If the Hirer cancels the Booking within 30 days, any refund will be at the sole discretion of the Management Committee. The Management Committee's decision is final.

### 4. REFRESHMENTS

The Hirer shall, on making the booking, inform the Management Committee if refreshments are being served at the event. It is the Hirer's responsibility to comply with current Food Hygiene rules and regulations. Any outside caterer contracted by the Hirer, must also comply with current regulations.

### 5. ALCOHOL

No alcohol can be sold on the premises unless the Management Committee has a Premises Licence.

If the Hall allows it, a Temporary Events Notice (TEN) can be applied for by the Hirer through Monmouthshire County Council, but the Hirer must supply their own designated premises supervisor, and it must be applied for at least 28 days prior to the event.

### 6. EQUIPMENT

The Village Hall Management Committee accepts no responsibility for any stored equipment or other property brought onto or left on the premises, and all liability for loss or damage is hereby excluded. The Hirer shall indemnify against all claims in respect of damage or loss of property arising as a result of the use of the premises by the Hirer.

### 7. INSURANCE

The Village Hall Management does not undertake to maintain any insurance save that required by law. The Hirer shall take out adequate insurance to cover the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire and on demand, shall produce the policy or other evidence of cover to the Management Committee.

## **8. LICENCES**

No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences.

The Hirer

- a) shall be responsible for obtaining any necessary approvals or licences in connection with the hire, other than those already held by the Hall Committee.
- b) will comply with all conditions attaching to such approvals or licences
- c) will indemnify the Hall Committee against all losses, costs, damages and expenses resulting from the failure to obtain such approvals or licences or from any failure to comply with the same.

## **9. USE OF PREMISES**

- a) The Village Hall, Car Park, surrounding area and contents to be left in the condition as found.
- b) The Hirer shall be responsible for the full cost of repair or replacement of any damage or loss caused to any part of the Village Hall, Car Park, surrounding area and contents in connection with the hire.
- c) All damage or loss must be reported to the Hall Management Committee as soon as possible.
- d) The Hirer will be responsible for the supervision of the premises, the fabric and contents and behaviour of all persons using the premises during the hire period. This will extend to the car park and surrounding area~, in particular the hirer must ensure there is no disturbance to local residents and no car park overflow.
- e) When more than one event is taking place at the same time, each hirer must show consideration to the other
- f) The Hirer must ensure that the Village Hall and its contents are left in a clean and tidy condition. Rubbish to be bagged and placed in the appropriate area.
- g) The Hirer is responsible for the safety of all persons at their event and for the safe and proper use of all equipment and also complying with all Health and Safety Rules as displayed.
- h) If you wish to decorate the Village Hall for the event, the Hirer must consult the Hall Management Committee and indicate this on the booking form.

## **10. ASSIGNMENT**

The Hirer shall not assign the benefit of the Hiring agreement. The Hirer shall not share the use of the premises with any other person or organisation other than a member or invitee of the Hirer permitted to use the premises under the Hiring.

## **11. TERMINATION**

The Hiring may be terminated by notice given by the Management Committee if:

- a) any fee is not paid on time
- b) any unacceptable behaviour is observed
- c) any of the above conditions are not complied with or broken.

**The Hall Management Committee's decision is final.**