



WISTANSTOW 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.
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 render invalid any insurance policies in respect thereof.
3. **ALL BOOKINGS** are calculated from the time you enter the building to the time you leave and should include time for clearing up at the end of the hire.
4. **THE HIRER** is responsible for ascertaining the need for stewards if the event is open to the public, and for complying with police requirements. The list of stewards must be displayed during the event.
5. **HIRERS** who wish to have a bar shall contact the Committee's Designated Premises Supervisor, Mr. c J Williams of Jays Bars Ltd, Forton Hurst, Leebotwood, Shropshire SY6 6LU, info@stormmachine.co.uk, Tel: 01694 751380, and
 - i) employ Jays Bars Ltd. to operate the bar or
 - ii) if the HIRER does not wish to employ Jays Bars Ltd. to operate the bar but wishes to hire another Bar Company there will be a charge of £250. Any private individual who hires the hall without a bar service and wishes to GIVE their guests alcoholic drinks on arrival or as a toast with a meal will not be charged but the HIRER must obtain Jays Bars written consent at least 28 days before the event and only on receipt of such form does the booking become unconditional.

* Please download and complete the Bar Hire form, and return to info@stormmachine.co.uk

* FAILURE to comply with either of these conditions may result in the cancellation of the booking and forfeiture of the deposit.

6. **THE HIRER MUST ENSURE THAT THE FIRE EXITS ARE TO BE KEPT CLEAR AT ALL TIMES AND NOT USED EXCEPT IN AN EMERGENCY.**
7. **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise. In particular the HIRER shall be responsible for obtaining such licenses as may be needed whether for the sale and supply of intoxicating liquor, from the Performing Rights Society, from the Phonographic Performance Ltd or otherwise and for the observance of the same.
8. **THE USE** of fires, barbecues, fireworks and Chinese lanterns is strictly forbidden anywhere on the premises.
9. **THE HIRER** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

10. **THE HIRER** shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
11. **THE HIRER** shall ensure that any electrical appliances brought by them to the premises and used shall be safe, in good working order and used in a safe manner.
12. **THE HIRER** shall indemnify the Wistanstow Village Hall Committee for the cost of repair of any damage done to any part of the property including the contents of the building which may occur during the period of the hiring as a result of the hiring. Any damage incurred must be reported before the HIRER leaves the Hall after the event.
13. **IF THE HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking the question of payment or repayment of the fee shall be at the discretion of the Committee.
14. **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.
15. **THE HIRER** shall ensure that the minimum of noise is made on arrival and departure and shall ensure that any persons leaving the premises at the end of any hiring shall do so in an orderly manner.
16. Bouncy Castles / inflatables – The hall does not have insurance for these and therefore the HIRER must have their own personal liability insurance to cover any accidents.
17. **THE COMMITTEE** reserve the right to cancel this hiring in the event of the Hall or Greene Room 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.
18. **IN THE EVENT** of the building/s or of any part thereof being rendered unfit for the use for which it has been hired the WVH Committee shall not be liable to the HIRER for any resulting loss or damage whatsoever. The HIRER shall only be entitled to repayment of any deposit which may have been made.
19. **THE HIRER** shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have contact with the children.
20. **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.
21. **THE HIRER** agrees with the committee to be present during the HIRING and to perform the provisions and stipulations contained or referred to in the Committee's Standard Conditions of Hire for the time being in force (an understanding of which the HIRER acknowledges) together with the special conditions set out in the Schedule attached (if any).

