

Sheriff Hutton Village Hall

Registered Charity 1169225

STANDARD CONDITIONS OF HIRE 2020

If the Hirer is in any doubt as to the meaning of the following, please contact the Booking Secretary by email in the first instance at SHVHbookings@gmail.com or on 07894 734 446. (Please note there is a very poor mobile signal in Sheriff Hutton and messages are often delayed).

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises and immediate environment, the fabric and the contents, their care, safety from damage however slight and the 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.
2. THE HIRER is responsible for nominating a specified person who shall be responsible for ensuring adequate health and safety measures are observed for the duration of the hire. If an accident occurs during the hire period, the nominated person is responsible for completing an accident form (in cupboard in the kitchen) and alerting the booking secretary about the accident.
3. Sheriff Hutton Village Hall is not insured for bouncy castle use. Therefore, bouncy castles are no longer permitted at the hall.
4. Generally, the minimum hire period is for two hours.
5. Times requested for bookings are to be for the maximum time needed (including the Hirer's own preparations and tidy up time) not just the published time of the event.
6. THE HIRER shall be responsible for obtaining all licences that may be needed and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrates' Court or otherwise. **NO GLASSWARE** will be allowed in the Hall without permission of the Committee. The hirer will ensure that alcohol is not sold to anyone under the age of 18.
7. No children may be admitted to films when they are below the age classification for the film or show. No commercial gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
8. THE HIRER shall indemnify the Committee for the cost of the repair of any damage done to any part of the property including the buildings and land thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. Depending on the nature of the event, a returnable deposit may be asked for in addition to the usual deposit of 50% of the total hire charge.
9. A 50% non-refundable deposit is required to secure the booking with the balance payable at the end of the month in which the hire took place. Payment can be by cheque made out to Sheriff Hutton Village Hall or by BACS payment: details on application.

10. IF THE HIRER wishes to cancel the booking before the date of the event at least twenty four hours' notice must be given or full charge will still be payable.
11. AT THE END of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Glass, paper and plastic bottle recycling bins are provided for hirer's use. The caretakers are not expected to sort recycling, so please you recycle as much of your waste as possible in the appropriate bins. If sorting is required after the hire, and additional £20.00 will be charged.
12. The hall should be properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge. Any of the hirer's property must be removed promptly.
13. THE COMMITTEE RESERVE the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for Parliamentary or Local Government election or by-election, and, on rare occasions, events which are of specific relevance and importance to local residents. In such cases, the Hirer shall be notified with as much notice as possible and entitled only to a refund of any deposit already paid.
14. IN THE EVENT of the Hall or any part thereof rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
15. THE CARETAKER will put out chairs and tables as requested for the time of booking and will put them away afterwards. Equipment must not be dragged across the floor.
16. ITEMS MUST NOT be fastened to the walls or floors without prior permission and only with masking tape (not sellotape, duct tape or blue-tac).
17. All electrical equipment that is brought into the Hall, e.g. Discos, music amplifiers, or anything that is plugged into the electric supply should have an up to date portable appliance (PAT) test.
18. CARS WILL ONLY be parked in the Car Park Area. The yellow marked area near the main door is for drop off and collection only. Please ensure no vehicles are parked there, as this restricts emergency access.
19. THE REQUIRED FEE must be paid within 28 days of the account. An additional 10% per month compound interest will be added to all outstanding accounts after this time. In the event of non-payment of accounts, the committee reserves the right to employ a civil debt recovery agency, and the hirer will be liable for the cost of such a service in addition to the original outstanding account plus interest.
20. The Village Hall building is a totally non-smoking area.
21. Signing the booking form or sending a completed booking form electronically indicates understanding of, and agreement with all terms and conditions and the fire instructions.