

North Hill Village Hall – Rental Agreement

The **North Hill Village Hall Management Committee** agrees to permit the **Hirer** to use the **Premises** for the **Purpose** and the **Period** described below, in accordance with the **Conditions of Hire** set out overleaf.

The North Hill Village Hall Management Committee – Booking Secretary:

Irene Shoubridge, Churchtown Farm, North Hill, Launceston, PL15 7PQ
Telephone: 01566 782834 Email: bookings@nhvh.co.uk

The Hirer

Name: Telephone Number:

Address:

The Premises

Village Hall / Village Hall plus full kitchen facilities / Village Hall equipment as agreed with the Booking Secretary ~~(delete facilities not required)~~

The Purpose of Hire:

The Period of Hire: Date: Start Time: End Time:
(period of hire should include any time needed pre/post event)

The Hiring Fee (payable on Invoice) £..... per hour Full kitchen facilities £.....

Signed on behalf of the **North Hill Village Hall Management Committee:**

..... **Date:**

Signed by the **Hirer:**

..... **Date:**

North Hill Village Hall – Conditions of Hire

Use of the Hall

During the **Period of Hire** the **Hirer** will:

1. Be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight, or change of any sort.
2. Be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as not to obstruct the highway.
3. Not sub-let, or use the premises for any unlawful purpose or in any unlawful way, or do anything or bring onto the premises anything which may endanger the premises, fabric, or contents.
4. Observe the regulations for the sale or consumption of alcohol and of all other regulations appertaining to the premises stipulated by the Fire Authority, Magistrates Court, or other Authority.
5. Obtain permission from the Hall Management Committee for the consumption of alcohol on the premises, even if no charge is made.
6. Indemnify the Hall Management Committee for the cost of repair of any damage done to any part of the premises and its contents during or as a result of the hiring.
7. Ensure that no equipment other than that belonging to the Village Hall is stored in the Premises, unless by prior arrangement.

Health and Safety

During the **Period of Hire** the **Hirer** will:

1. Acknowledge and adhere to North Hill Village Hall Health and Safety policy at all times. A copy of the Health & Safety policy is on the notice-board.
2. Ensure that the Fire Exit Lights are switched on using the switch in the lobby, above the three switches for the lobby light.
3. Ensure that kitchen surfaces are kept clear of any item not specifically used for food.
4. Ensure that no children are allowed into the kitchen.
5. Ensure that no animals are allowed into the hall or kitchen.
6. Ensure that equipment is only used by competent persons.
7. Ensure that no work at height is done by lone workers.
8. Ensure that all injuries are recorded in the Accident book, which is on the right hand kitchen window sill, next to the First Aid box.
9. Ensure that there is No Smoking anywhere in the Premises.
10. Ensure that no unauthorised electrical appliances are used unless by prior arrangement.

Cancellation

1. If the Hirer wishes to cancel the booking before the date of the event, and the North Hill Village Hall Management Committee is unable to obtain a replacement booking, the question of payment or repayment of the fee shall be at the discretion of the Management Committee.

After Use

At the end of the hiring the **Hirer** will:

1. Ensure that the kitchen, hall, toilets, and surrounds are left clean and tidy, ready for the next User.
2. Ensure that all lights are turned off (check toilets and storeroom).
3. Ensure that all rubbish is removed from the premises.
4. Ensure that all windows are closed, the premises are left securely locked, and the key is returned to the Booking Secretary or replaced in the key-safe immediately after use.
5. Ensure that any problems or defects are reported to the Bookings Secretary.

If the Hirer is in any doubt as to the meaning of any of these conditions, please consult the Bookings Secretary.