

# Brentor Village Hall - Conditions of Hire

## Brentor Village Hall and Playing Field Committee – Registered Charity No. 203376

1 Throughout the period of hire the hirer will be responsible for the supervision of the hall and its contents, the adjacent grassed area and the car park, ensuring that proper care is taken to avoid any damage, however slight. The hirer will be responsible for the behaviour of all persons using the premises and for the supervision of car parking to avoid obstruction of the highway.

2 The hirer shall not sub-hire the premises (hall, grassed area and car park) or allow them to be used for any unlawful purpose or in any unlawful way or bring onto the premises anything which may endanger them or contravene any relevant insurance policies.

3 The hirer shall be responsible for obtaining such licences as may be needed if the proposed activity falls outside the scope of the current hall licence. (Please note that the hall is not licensed for the sale of alcohol).

4 The hirer shall comply with all the conditions and regulations made, including those of the Fire Authority, Local Authorities and Licensing Authority.

5 The hirer shall notify the Bookings Secretary of any damage to any part of the premises and its contents which may occur during the period of hire as a result of the hiring and indemnify the Charity for the cost of repair.

6 If the hirer wishes to cancel the booking *two weeks notice in writing or by e-mail is required*, otherwise the hiring fee shall be charged. Regular bookings cancelled due to unforeseen circumstances (eg bad weather) will not be charged.

7 The Charity reserves the right to cancel a booking, if this is felt to be in the interest of our community. We will always attempt to give reasonable notice, & will refund the booking charge.

8 In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired the Charity shall not be liable to the hirer for any resulting loss or damage whatsoever.

9 At the end of the hiring period the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, with any contents temporarily moved replaced in their usual positions and properly locked and secured (unless directed by a Committee member of the Charity).

10 The hirer will be responsible for ensuring that users of the premises vacate it in an orderly fashion and without excessive noise or disturbance.

11 The hirer is responsible for ensuring that all taps, lights, heaters and water heaters and other electrical equipment are turned off. All rubbish, including recyclables, shall be taken away by the hirer.

12 The use of materials that may damage the fabric of the hall, such as 'silly string' drawing pins, screws etc are prohibited. Hooks are provided around the hall at ceiling level for the securing of balloons and non-flammable decorations, which must be sited away from heaters and other potential sources of fire.

13 The Charity reserves the right to refuse a booking.

14. Evening events are to finish before midnight unless authorised by the Committee

**If you have any questions about your responsibilities, please contact Helen de Carles  
07955 242515 or email [brentorvillagehall@gmail.com](mailto:brentorvillagehall@gmail.com)**