

Tickton Village Hall - General Conditions of Hire

Registered Charity No. 810083

1. Tickton Village Hall Management Committee complies with the regulations of the Local Authority's Premises Licence, the Fire Authority, and its Insurers and, as such, 200 is the maximum number of persons allowed in the building at any one time. The HIRER shall not exceed this number.
2. The Management Committee does not guarantee that the Village Hall is fit or prepared for any specific purpose.
3. Payment (for hire) is required by bank transfer at least one week before your event. Your booking will be confirmed upon receipt of payment into the village hall bank account. A Bond is payable at the start of your hire and is returnable if the premises are left clean with no breakages or damage.
4. If the HIRER wishes to cancel the booking before the date of the event and the Committee is unable to secure a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Management Committee.
5. It is recommended that the HIRER obtains their own insurance cover in the event the hall and its facilities are not available due to circumstances beyond the control of the Management Committee.
6. **Safety:** The HIRER will, during the period of the hiring, comply with the safety regulations contained on the notice boards, including fire evacuation procedure and be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort.
7. **Behaviour:** The HIRER will be responsible for the actions of all persons using the premises during their hire, whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway; and on departure, be mindful of nearby residents.
8. The HIRER shall pay for the repair cost of any damage to any part of the property including the curtilage thereof or contents of the building during or as a result of the hiring.
9. The HIRER will note that all naked flames, including candles, are not permitted within the building; Smoking and vaping is not permitted in the building & car park area.
10. The HIRER will ensure that all doors and fire exits are kept clear at all times and not blocked or covered.
11. When the premises are hired for the purpose of public entertainment, the HIRER shall be responsible for all the conditions contained within the terms of the Premises Licence and shall not leave the premises nor be engaged on any duties which will prevent him/her from exercising general supervision for the duration of the hire.
12. The HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using Tickton Village Hall.
13. The HIRER, where applicable, should conduct health and safety risk assessments on activities that are brought into the hall, including discos.
14. Bouncy castles and similar inflatables, or other outdoor equipment, are not permitted inside the premises (to protect the floors).
15. The HIRER shall ensure that any activities for children, particularly under eight years of age, shall comply with provisions of the current Children's Act and that only fit and proper persons have access to all the children under 18 years, during your hire.
16. All unsupervised children are prohibited from the kitchen.
17. Food Hygiene: The HIRER is wholly responsible for complying with all the rules and regulations covering food hygiene regulations as far as food preparation, storage and serving is concerned.
18. The HIRER shall not sub-let the premises; nor use for any unlawful purpose or in any unlawful way; nor bring into the premises anything which may endanger the same or any insurance policies in respect thereof.
19. Alcohol: If providing and selling alcohol at your event, the HIRER shall apply, in writing to the Tickton Village Hall Management Committee, for permission to apply for a licence from the East Riding of Yorkshire Council, thereafter the hirer must comply with all appropriate licence conditions. Alcohol not to be consumed outside.
20. Music: All windows and doors to remain closed whilst music is playing and in any event after 10.30pm.
21. **AT THE END OF THE HIRING, THE HIRER shall :-**
 - (a) vacate the Village Hall at the time agreed,
 - (b) properly replace chairs, tables and other items temporarily removed from their usual positions,
 - (c) be responsible for leaving the premises and surrounds in a clean, tidy condition by removing all waste.
 - (d) secure windows and doors.
 - (e) report any accidental damage or breakages to the Assistant Hall Manager before leaving the premises.The Bond may be retained and an additional charge made for reinstatement of the damage.

(If there is any doubt as to the meaning of the above, the Village Hall Secretary should immediately be consulted)