

Conditions of Hire for Sampfords' Village Hall

These Conditions of Hire govern the hire of the hall, servery, committee room, toilets and car-park along with the equipment and contents thereof ("the Premises") between a party wishing to hire The Premises ("the Hirer") and the Management Committee of the Sampfords' Village Hall ("the Committee"). Booking System and Payments

1. The Hirer must be over 18 years of age.
2. Applications for hire should be made on the Premises booking form and submitted to the Booking Secretary.
3. Hire charges are based on the facilities used and the period of use and will be fixed at the time of booking. Necessary set-up and clear-up time should be included – though may not be charged, dependent upon circumstance. Any hiring which ends at midnight and requires clear up time the following day will incur an extra charge, as will any setting up/clearing up that encroaches upon another potential hire session.
4. 50% of the hire charge is payable at the time of booking. Full payment is required not less than 7 days before the event. Hire charges are not refundable once paid.
5. In addition to the hire charge, each Hirer must pay a refundable deposit of £100.
6. The deposit will be returned to the hirer 14 days after the hire with the following deductions:
 - a. Up to 100% of deposit to cover the cost of repairs for any damage caused by the Hirer
 - b. 50% of deposit if the Hirer does not vacate the Premises by the agreed time. (No hiring can extend beyond midnight.)
 - c. 50% of deposit if Premises are left in unsatisfactory state requiring additional cleaning
 - d. 50% of deposit if noise complaints are received from local residents
 - e. 100% of deposit if the Premises are left unlocked and unattended
 - f. 100% of deposit if the key is lost
 - g. 20% of Deposit if the Alarm is set off
 - h. 20% of Deposit if Cigarette butts or Broken Glass are needed to be cleared
7. The Committee reserves the right to refuse any application.
8. The Committee reserves the right to cancel any hiring in the event of the Premises being required for use as a polling station in which case the Hirer shall be entitled to a refund of any deposit or hire charge already paid.
9. In the event of the premises becoming unavailable for any reason, the Committee will refund any monies paid. This will be the total extent of the liability of the Committee. The Committee will not be responsible for any consequential losses incurred by the Hirer Use of the Premises
10. The Committee requires the Hirer to appoint one responsible steward for every fifty adults or for every twenty-five children present on the Premises. Names of stewards should be provided on the booking form.
11. All spillages on the floor or furniture should be cleaned up immediately.
12. A Premises Key Holder will provide access. Once access has been gained, the Hirer becomes responsible for security of the Premises until it is handed back to the Premises Key Holder. At no time must the Premises be left unlocked and unattended.
13. At the end of the hiring, the Hirer shall be responsible for leaving the premises in a clean and tidy condition, properly secured and with all equipment (e.g. tables) returned to their usual places.
14. The Hirer is responsible for the supervision of the Premises and the behaviour and safety of people using the Premises and is responsible for any damage caused during the hire period. The Committee does not accept responsibility or liability for damage to, or loss of, any property of persons using the Premises.
15. The Hirer is responsible for supervision of car parking so as to avoid obstruction of the highway or access way to the Premises. Under no circumstances shall car parking be permitted on the school field.
16. The Hirer shall not sub-let the premises or use them for any unlawful or immoral purpose, nor bring anything onto the premises, which may endanger the public, or the Premises. Use of the Premises will not be restricted on the basis of race, colour creed or sexual preference
17. The Hirer shall be responsible for obtaining and observing any additional licenses that may be needed, whether for the consumption of alcohol or otherwise and for conformance with all licenses and regulations appertaining to the premises. The Hirer must observe the requirements of the Public Entertainment License governing the Premises (which includes stipulations that a maximum of 150 persons may be in the premises and that the playing of music does not continue after midnight)
18. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the Premises, which may occur as a result of the Hiring.
19. The Committee reserves the right for any member of the Committee or an appointed representative to enter the premises at any time during the period of hire providing proof of identity is established.
20. For the avoidance of doubt, the following activities are not permitted at any time during the hire of The Premises:
 - a. Wearing of footwear likely to damage the flooring of the hall
 - b. Use of fixings likely to damage the decoration or fabric of The Premises (e.g. tacks, nails, screws, tape)
 - c. Moving or changing any of the fittings of The Premises
 - d. Removal of any property from The Premises
 - e. Obstruction of fire exits or unnecessary interference with fire-fighting equipment
 - f. Alteration of lighting or electrical equipment
 - g. Use of school equipment (e.g. wall-bars, ropes, staging)
 - h. Smoking inside The Premises
 - i. Use of The Premises that might bring them into disrepute
21. The Hirer, upon receiving confirmation of a booking, shall be deemed to have accepted and agreed to be bound by these conditions.