

George Nympton Village Hall

Registered Charity No. 267038

Hiring Agreement

1. **SUPERVISION:** During the period of hire, the hirer is responsible for the supervision of the premises, including its fabric and contents, its care and safety from damage, however slight, and the behaviour of all persons using the premises, whatever their capacity. Adhesive tape (e.g. Gaffer tape) should NOT be used to secure anything to the floor surface. Masking tape only (NOT Blue Tack) is to be used to stick any decorations to the walls etc. The Management Committee reserve the right to attend any event to ensure these conditions are being observed.
2. **HEALTH AND SAFETY:** If an organisation requires completion of a particular risk assessment, it is the hirer's responsibility to do this. Additionally, the hirer should be aware that there is no mobile phone signal in the village, however there is a Public Telephone Box on the left hand side of the road leading to South Molton, for which payment can only be made using cards.
3. **DAMAGE:** The hirer must report any damage or loss to the amenities to one of the Management Committee as soon as possible. This includes any failure of equipment belonging to the Hall and any accidents involving injury to members of the public.
4. **USE OF PREMISES:** The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises (or allow the premises to be used) for any unlawful purpose or in any unlawful way, nor do anything (or bring onto the premises anything) that may endanger the premises or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol without permission. Any equipment owned or provided by the hirer is not covered by the Hall's insurance policy. **Use of a deep fat fryer is strictly forbidden as this would invalidate the Hall's insurance policy.**
5. **LICENCES:** The hirer shall be responsible for obtaining such licences as may be needed, whether for the sale or supply of intoxicating liquor, from the Performing Right Society, from Phonographic Performance Ltd, or otherwise, and for observance of the same (see Form C of this agreement).
6. **GAMING AND BETTING:** The hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.
7. **PUBLIC SAFETY:** The hirer shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing/music or other similar public entertainment or stage plays. The Premises Licence conditions are on the notice board in the Hall foyer. The hirer should appoint a Responsible Person for their event (if not they). That person must familiarise themselves with the layout of the building and the fire safety provisions, and also ensure that the main door is locked in an open position for the duration of the event. **Fireworks are not permitted.**
8. **HEALTH AND HYGIENE:** The hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.
9. **ELECTRICAL APPLIANCE SAFETY:** The hirer shall ensure that any electrical appliances brought by them to the premises and used there, shall be safe, in good working order, and used in a safe manner. If appropriate they should have a current PAT (Portable Appliance Test) label.
10. **COMPLIANCE WITH THE CHILDREN ACT 1989:** The hirer shall ensure that any activity for children under eight years of age complies with the Provisions of the Children Act 1989 and that only fit and proper persons have access to the children.

11. **ACCESS OUTSIDE OF HIRE PERIOD:** If access is needed outside the hire period (for delivery of equipment/cleaning up etc.), this must be agreed with the Booking Secretary.
12. **END OF HIRE:** The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured (unless directed otherwise), and ensuring that any of the Hall's contents temporarily removed from their original and usual position are properly replaced. **Recyclables should be disposed of by yourselves or by your bar provider/caterer, and ONLY GENERAL RUBBISH is to be bagged and placed in the black wheelie bins provided.**

If there are any of the above conditions you do not fully understand, please contact the Booking Secretary.

PROVISION OF ALCOHOL

Under the requirements of the Licensing Act 2003, if you wish to provide a paying bar or supply alcohol, please be aware that your provider will need to obtain a 'Temporary Events Notice' (TEN) to cover the sale or provision of alcohol at your event. The TEN applicant must also be on the premises for the duration of the event.

Please enter here the details of the person providing your bar:

NAME (print)

CONTACT TELEPHONE NUMBER

NB – As hirer, you are responsible for ensuring the premises are left clean and tidy for the next user (see Condition of Hire No. 12), although it may be worth asking your bar staff to assist with this requirement by ensuring that they dispose of their **general rubbish only in bags in the black wheelie bins** and **take with them all items that can be recycled**, leaving the bar area clean and tidy.

CATERING

Hirers are responsible for ensuring the premises are left clean and tidy for the next user (see Condition of Hire No. 12), and may, therefore, wish to ask their caterers to assist with this requirement by ensuring that they dispose of their **general rubbish only in bags in the black wheelie bins** and **take with them all items that can be recycled**, leaving the kitchen clean and tidy. You may need to discuss with them if they will need access to the premises in addition to the times you have booked them for.

Please enter here the details of the person providing your catering requirements:

NAME (print)

CONTACT TELEPHONE NUMBER.....

Use of a deep fat fryer is strictly forbidden as this would invalidate the Hall's insurance policy.

BOOKING CONFIRMATION

HIRER (print) SIGNATURE

ADDRESS

PHONE NUMBER EMAIL.....

ORGANISATION NAME (if relevant).....

EVENT DATE

TIMES REQUIRED (INCLUDING ANY TIME REQUIRED FOR ACCESS BEFORE AND AFTER THE ACTUAL EVENT):

FROM - DATE TIMEAM/PM

TO - DATE TIMEAM/PM

APPROXIMATE NUMBERS EXPECTED (max. 175 standing or 110 closely seated)

FACILITIES REQUIRED:	MAIN HALL	YES/NO	MEETING ROOM	YES/NO
	KITCHEN	YES/NO	BAR AREA	YES/NO

BOOKING CONFIRMED BY BOOKING SECRETARY DATE

PLEASE NOTE – a ‘no damage and good order’ deposit of £100.00 (separate from the hire charge) is required from the organisers of larger events/private parties and is to be paid at the time of booking.

ADDITIONAL INFORMATION

Dimensions: Main Hall: 39’6” x 25’1” (12.15m x 7.7m); Meeting Room: 24’7” x 15’7” (7.5m x 4.8m)

Bar Area: 16’3” x 12’6” (5m x 3.85m); Kitchen: 14’10” (max.) x 14’ (4.5m (max.) x 4.3m)

Kitchen Facilities: Crockery and cutlery for approx. 100 covers, a fridge, a domestic range-style cooker, a microwave, a hot water urn and an electric kettle. **Use of a deep fat fryer is strictly forbidden as this would invalidate the Hall’s insurance policy.**

Bar Facilities: Bar counter, a fridge and a variety of glasses.

Licensable Activities: The Hall has a Premises Licence for the performance of plays, live music, recorded music and dance; however, times for these are restricted and summarised as follows:-

Performance of live or recorded music (indoors)

Monday to Friday 10.00 am to 12 midnight

Saturday 10.00 am to 11.45 pm

Sunday 10.00 am to 10.30 pm

Performance of dance (indoors)

Monday to Friday 10.00 am to 12 midnight

Saturday 10.00 am to 11.45 pm

Performance of a play (indoors) No restriction

Retail sales of alcohol, for on-premises consumption only, may be made between the following times (although your bar provider may wish to close earlier):-

Monday to Saturday until 11.30 pm

Sunday until 10.00 pm

