

TERMS & CONDITIONS OF HIRE FOR CRUDWELL VILLAGE HALL & RECREATION GROUND

The Hirer is the person named under 'Name of Main Contact/Hirer' of the Booking Agreement (Regular bookings) or under 'Name of Hirer' under Booking Agreement (Ad Hoc bookings).

All persons using the hall and facilities do so at their own risk. The Trustees of Crudwell Village Hall & Recreation Ground (CVHRG) accept no responsibility for any injury, loss or damage howsoever caused. The Trustees also disclaim responsibility for equipment or property stored or left on the premises. Any vehicle parked in the hall car park or its environs is left at the owner's own risk.

It is the Hirer's responsibility to ensure that adequate insurance is in place to cover the event and/or equipment used during the event. If the Hall is being used for commercial purposes (where goods or services are being exchanged for money) the Hirer will, at his or her own expense, take out appropriate liability insurance to cover the event. The Trustees will request a copy of the insurance certificate(s) at the time of booking.

The Hirer accepts the conditions as laid down in the Hiring Policy of the Crudwell Village Hall & Recreation Ground, a copy of which is available on our website at www.cvhrq.org.uk

The Hirer will:

- ◆ Be present on and in charge of the premises throughout the booking period
- ◆ Accept responsibility for the supervision, fabric and contents of the building and the behaviour of everyone using the premises
- ◆ Comply with the conditions and regulation of the Premises License
- ◆ Comply with the Fire Safety regulations posted in the Hall foyer
- ◆ Ensure that any electrical equipment brought onto the premises is safe to use and has been Portable Appliance Tested (PAT) within the last two years
- ◆ Comply with Fair Trade Laws where goods are being sold
- ◆ Ensure compliance with the Children's Act 1998
- ◆ Ensure that decorations are put up in a way that avoids damage to the Hall fabric, and that they are situated at least 1 metre from heaters or light fittings. Any decorations used must be made of fire-resistant material
- ◆ Minimise noise levels made by those arriving or departing from the event, and ensure that noise levels from the event itself are acceptable to our neighbours
- ◆ Report accidents and dangerous occurrences to a Trustee of CVHRG and record them in the Accident Book located on the premises
- ◆ Ensure that the Hall and grounds are clean and tidy before leaving and before the end of the hire time. This includes:
 - Returning all supplied equipment such as chairs and tables, neatly stacked, to the original location
 - Removing all the Hirer's own equipment and decorations, and all rubbish from the premises at the end of the event
 - Cleaning the premises, especially the hall floor and toilet areas, to a satisfactory standard
 - Ensuring that the Hall approach and car park are cleared of litter and discarded bottles and cans
- ◆ Leave the premises secure, with all lights and kitchen taps switched off (unless directed otherwise).

The Hirer will not:

- ◆ Allow explosives and flammable substances to be brought onto the premises without the prior written consent of the Trustees of CVHRG. This includes fireworks, Chinese lanterns or similar items
- ◆ Attempt to enter the premises before the commencement of the hire time, and leave the premises promptly at the end of the hire time
- ◆ Permit anyone to smoke in the Hall, grounds or car park
- ◆ Allow excessive consumption of alcohol, or drunk and disorderly behaviour within the building or in the vicinity
- ◆ Allow illegal drugs or other similar substances to be brought onto or used on the premises
- ◆ Allow any animals (except guide dogs) to be brought onto the premises, unless for a specific event for which prior written permission has been given by the Trustees
- ◆ Permit the Hall to be used for purposes which expose attendees to unreasonable danger, offensive language or undesirable behaviour.