

PORTINSCALE VILLAGE HALL: Conditions of Hire

Responsibilities of the Hirer:

1. Return of the completed Application for Booking and Conditions of Hire does not constitute a firm booking until the Application for Booking has been counter-signed by the Letting Secretary
 2. The person signing the Application for Booking is deemed to be the "Person in Charge" in accordance with the requirements of the Fire Emergency Plan. That person is also required to ensure that all Conditions of Hire are complied with.
 3. The Hirer must be a named person over the age of 25 and must agree to assume the responsibilities of the Hirer and be present throughout the hiring period.
 4. No subletting is allowed
 5. The Hirer is responsible for the preservation of good order, ensuring that no disturbance is caused to nearby residents.
 6. The Hirer takes responsibility for ensuring that no under-age drinking takes place, that there is no use of controlled substances and that there is no smoking in the Hall.
 7. The Hirer must not use the Hall for any purpose other than as stated in the Application for Booking
 8. The Hall is available for use by the hirer only during the times shown on the Application for Booking Form.
 9. Early access to the Hall for preparation is at the discretion of the Letting Secretary and may be allowed provided that such access does not interfere with other users of the Hall
 10. Agreement for functions to extend beyond 11pm must be arranged in advance with the Letting Secretary
- When live or recorded music is being played in the Hall, all doors and windows must remain closed.
11. It is the responsibility of the Hirer to leave the Hall in a condition fit for re-let, the Management Committee reserving the right to make a charge if the Hall is not left in a condition fit for re-let.
 12. The placing of tables and chairs is the responsibility of the Hirer and whilst some chairs may be left around the periphery of the hall at the end of the hire period, the stackable ones must be replaced in their racks and returned to the Grisdale Room. Any tables used must be stacked away in the Grisdale Room cupboard at the end of the hire period.
 13. The Hirer must ensure that the Hall is not left unattended at any time during the period of hire and is left secure and all lights switched off before leaving the Hall at the end of the hire period. The Hirer will be held responsible for any loss or damage should this condition not be complied with.
 14. The Hirer must neither carry out nor permit the posting within the premises of any form of fly-posting or advertising for any event or activity, whether commercial or otherwise, taking place in these premises or any other location without the express permission of a Trustee.

Cancellations:

15. Cancellation of any bookings must be notified to the Letting Secretary at least 7 days before the intended date of hire. Failure to do so may result in the Hirer having to pay the full fee.
16. The Trustees reserve the right to cancel any hiring on any particular date, in the event of the Hall being required for use as a polling station. In such cases, the Hirer is entitled to a refund of any deposit paid. Seven days prior written notice shall be given by the Committee and, provided that this is given, no additional compensation can be paid to the hirer.
17. The Trustees reserve the right to refuse or cancel any booking which they consider not to be in the interests of the Hall or Portinscale Village. Any deposit paid will be refunded but no compensation will be paid for the cancellation.

Licences:

18. The Hirer shall be responsible for obtaining an alcohol licence where the event includes the sale of alcohol, whether this is sold separately or included in the price of the ticket for the event
19. The hirer must obtain a film licence if event includes the screening of commercial films.
20. The Hall PPL and PRS licenses cover all hall users for the playing of recorded music.
21. The Hall is registered with Allerdale Borough Council for the purposes of Small Society Lotteries

Insurance:

22. If the Hirer is using the Hall for any commercial or business event then the Hirer must have in place at least £2,000,000 of Public Liability Insurance in relation to the Hirer's activities at the Hall and may be required to produce an insurance cover note to this effect.

23. In the event of damage being caused to the Hall or its contents as a result of the hire, the Hirer will be responsible for the full cost of repair/replacement. Any damage must be reported, at the earliest opportunity, to the Letting Secretary detailed in the Application for Booking.

Health and Safety:

24. The number of persons in the Hall shall not exceed 100.

25. It is the Hirer's responsibility to ensure that s/he has read and understood the Hall's Health and Safety policies and Fire Emergency Plan

26. The Hirer is responsible for fire evacuation safety procedures and must comply with the Fire Emergency Plan.

27. Any electrical equipment brought to the Hall must be in good working order and used in a safe manner, and in the way the equipment was intended to be used.

28. Highly flammable substances shall not be brought into or used in any part of the Hall.

Data Protection:

29. The personal data which you provide for the purposes of booking the will be kept securely by the trustees in accordance with the requirements of the General Data Protection Regulations.

30. A copy of our Data Protection Policy can be made available on request.

Acceptance of terms of hire

Name..... Date of event

a. I have read and accept the Conditions of hire and

b. I have received and read Health and Safety and Fire Policies relating to Portinscale Village Hall

Signed*..... Date.....

Name (PRINT).....

*Returning this form electronically signifies that you have read and accept the "Conditions of Hire" and and have received and read the Health and Safety and Fire Policies relating to Portinscale Village Hall.