

BROADWELL VICTORY HALL

Conditions of Hire

PARTICULAR ATTENTION IS DRAWN TO THE HIGHLIGHTED SECTIONS OF CLAUSES 4 & 10 OF THE CONDITIONS.

1 Introduction

The HIRER means the person whose name and signature appear on the Hire Agreement. The 'Premises' means the Broadwell Victory Hall and the car parking area. The HIRER should be conversant with the 'Compliance with Hire and Premises Licence Conditions', to be found on the notice board in the Hall Foyer, which includes the names and telephone numbers of the Officials who can be contacted in the event of an emergency occurring.

2 Safety & Security

For everyone's safety and security the HIRER should fully familiarise themselves with the 'Fire Action' procedures from the information displayed in the Foyer. The emergency external and internal fire doors must be kept shut during an event unless otherwise necessitated by an emergency. Upon departure all windows and doors must be made secure.

3 Supervision

During the period of hiring the HIRER will be responsible for supervision on the Premises, the fabric and the contents of the building, their care, safety from damage however slight, change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction. As directed by the Bookings Secretary, the HIRER shall make good or pay for all damage caused (including accidental damage) to the Premises, to the fixtures, to fittings or contents and for any loss of contents.

4 Use of Premises

The HIRER will be responsible for ensuring that all conditions for use of the premises (including the enforcement of the "no smoking policy") are adhered to. The HIRER shall not use the premises for any purpose other than that described in the Hire Agreement and shall not sub-hire or use the premises, or allow the premises to be used, in any unlawful way, nor do anything or bring into the premises anything which may endanger them or render invalid any insurance policies in respect of the premises, nor allow the sale of alcohol on the premises.

The HIRER shall comply with all conditions relating to the Premises stipulated by the fire authority, local authority or otherwise, particularly in connection with any event which includes public dancing or music, or other similar public entertainment or stage plays.

Of particular note, the HIRER shall ensure that there is no excessive noise during an event and that noise is kept to a minimum on arrival and departure to comply with the Premises Licence.

The HIRER shall ensure that no animals except guide dogs are brought into the premises.

Of particular note, the HIRER should ensure that at the conclusion of the event, the Premises are left in a clean and tidy condition. All items of equipment and furniture temporarily removed from their usual positions must be replaced and/or returned to designated storage area. All lights, electricity and water will be turned off. If the HIRER fails to do this then the deposit paid may be forfeited; in the event of breakages or losses, additional charges may be levied against the HIRER.

5 Licences and Regulations

The HIRER shall be responsible for obtaining any special licences that may be needed for the event

Any individual employed during the event to carry out security duties shall be properly licensed.

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.

The HIRER shall ensure that any activities involving children and their supervision comply with the relevant legislative provisions and that only fit and proper persons have access to the children.

6 Indemnity

The HIRER shall indemnify BVH against any damage done to any part of the premises or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring. Where appropriate to an Organisation, the HIRER shall take out adequate insurance to insure the HIRER and members of the HIRER'S organisation and invitees against all claims arising as a result of the hire and, if required, shall produce the policy and current receipt or other evidence of cover.

BVH shall not be liable for loss or damage to any property, which may be brought onto the premises.

7 Cancellation.

BVH reserves the right to cancel a hiring in the event of the premises being required for use as a polling station for a parliamentary or local government election or bye-election, in which case the HIRER shall be entitled to a refund of any deposit already paid.

In the EVENT of the premises, or any part them, being rendered unfit for the use for which they have been hired, BVH shall not be liable to the HIRER for any resulting loss or damage whatsoever.

8 Health, Hygiene and Safety

The HIRER or his/her representative concerned with any catering shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

The HIRER shall ensure that any electrical appliances brought into the premises and used there, shall be safe and in good working order and used in a safe manner.

The HIRER must ensure that any inflammable, explosive, dangerous or offensive articles are not taken into the premises without permission.

9 Accidents

The HIRER must report all accidents involving injury to the public to the Bookings Secretary as soon as possible and complete the relevant section in the BVH's Accident Book. Any failure of equipment, either that belonging to the BVH or brought in by the Hirer that might affect the premises or facilities, must also be reported as soon as possible.

The Fire Brigade shall be called to an outbreak of fire and the premises evacuated in an orderly manner. Additionally, a representative of BVH should be contacted immediately and all details shall be given to the Bookings Secretary.

10 Special Conditions

Of particular note, no nails, screws, drawing pins, adhesive tape, or equivalent may be driven into or fixed onto walls, doors, glass, floor, furniture or fittings and the HIRER must dispose of all bags of rubbish created at an event, not leave them on the premises.

The maximum safe occupancy limits stated by the Fire Authority for the Hall is 100 persons.

The Booking deposit shall be refundable if the Conditions of Hire are adhered to as detailed in the Compliance with Hire and Premises Licence Conditions.

Payment shall be made strictly in accordance with the Terms given in the Hire Agreement. The right is reserved to request a Bond as a security in the event of damage being caused.

Events shall start and finish within the times stipulated on the Hire Agreement and the Premises shall be vacated without causing noise nuisance, in accordance with the Terms of the Premises Licence.