



Mannings Heath VILLAGE HALL

A welcoming facility at the heart of our community

Conditions of Hire

Applications

All applications for the hire of the Hall must be in writing on the attached form, and submitted to the Booking Secretary. The person who has signed this application form shall be considered “the Hirer”. Where a promoting organisation is named above that organisation also shall be considered “the Hirer” and shall be jointly and severally liable hereon with the person who signs the form.

Instruction for Hirers

The instructions to Hirers, stated herewith, shall be read in conjunction with and be regarded as an integral part of these Conditions. The Hirer shall pay the Council’s charge for any failure to observe any such instruction, which may in consequence give rise to increased costs to the Council.

Right of Refusal

In its sole discretion the Council may decline to accept any application for the hiring of the Hall and shall not be required to give its reason thereof.

Payment

The Hire Fee and, where appropriate, the Security shown in the Schedule must be enclosed with the Booking form at the time of application and no engagement will be confirmed until payment has been made. Cheques shall be made payable to “Mannings Heath Community Council”. No cheques shall be made in favour of any individual.

Security

Where, in the opinion of the Council, a security against possible loss, damage or injury arising during or from the Hiring is deemed necessary, the Hirer shall lodge the sum referred to in the Schedule with the Council. Such sum will be returned by the Council to the Hirer within 14 days of the end of the Hire Period provided no loss, damage or injury is evident that has been brought to the Council’s attention or, on the Council’s opinion, likely to arise such sum shall be appropriated to the extent necessary to meet the amount necessary, in the Council’s opinion, to effect the relevant replacement or repair, or as the case may be, compensate the relevant injury. Any balance of such sum after meeting such amount shall be refunded to the Hirer by the Council and if such sum shall be insufficient the Hirer shall pay the excess to the Council upon written demand.

Hours of Use

The Hire of the Hall does not entitle the Hirer to use or enter the Hall at any time other than during the specific hours of the Hire Period unless prior arrangements have been made with the Council.

Sub-letting

The Hirer shall not sub-let the Hall or any part thereof or transfer keys.

Condition of the Hall

The Hall, Committee Room, Kitchen, Cloakrooms and Corridors **shall be swept, spot-mopped** and left in a suitable condition for other hirers who may be using the Hall immediately after the Hirer.

Toilets must be left clean and kitchen waste bin emptied. Dirty nappies are to be removed.

Right of Entry

The right of entry to the Hall is reserved to the Council and its Officers, Servants and Agents and any Police Officer at any time during the Hire Period.

Good Order

The Hirer shall be responsible for good order being kept in and around the Hall during the Hire Period. Nevertheless, the Council may at its discretion forthwith limit or stop any entertainment or meeting not, in its opinion, being properly conducted.

Heating

Please observe notice by central heating control box and ensure that the heating is turned off before leaving the Hall, in most cases the heating will turn off automatically.

Purpose

The use to which the Hall is to be put shall be that stated in the application and may not be changed without the Council's prior written consent.

Sale of Liquor

No excisable liquor shall be sold, supplied or incorporated entry ticket etc unless an TEN's licence for the Hall shall be in force at the time of sale and supply and the Hirer shall produce such licence to the Council 7 days before the commencement of or at any time during the Hire Period. Be aware that abuse of this condition could incur a fine to the Hirer, a **LICENCE IS REQUIRED BY LAW**

Copyright

No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to the Council upon request before the commencement of the Hire Period. The Hirer shall indemnify the Council and the owner of the Hall against any infringement of copyright, which may occur at the Hall during the Hire Period.

Stage Plays, Music and Dancing.

No stage play shall be performed, and no music or dancing shall take place at the Hall unless there is in existence a theatre or music and dancing licence for the Hall duly obtained from the appropriate Authority. The Council is the holder of such a licence.

Seating plans for stage plays and other similar functions shall be supplied to and approved in writing by the Council before the commencement of the hire Period. No alteration of any approved seating plan is permitted.

Prohibition of fixings etc.

No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the Hall nor shall any placards or other articles be fixed thereto. Hooks are provided around the hall to hang banners, posters, decorations, balloons etc.

Lighting

Any persons in connection with the hiring shall not interfere with the Hall lighting, fittings and wiring, including wall sockets, in any manner. **Please ensure all lights are switched off (excluding emergency)**

Electrical Power

Power is included in the Hire fee.

Smoking

Smoking is strictly prohibited in any area of the Hall, this includes vaping.
No lit candles to be used in the entire premises.

Hearing Loop

The hearing loop in the main hall and committee room are to be left on at all times

Taps

Please ensure that all taps in the toilets and kitchen are turned off

Animals Prohibited

Except with the previous consent in writing of the Council the Hirer shall not cause or suffer any animal in his/her charge or in the charge of any person or persons resorting to the Hall during the Hire Period to enter or remain in the Hall.

Removal

Property of the Hirer and the Hirer's agents must be removed at the end of the Hiring or fees will be charged at twice the rate current for each day or part day until the same is removed. The Council accepts no responsibility for any property brought to or left at the Hall during or after the Hire Period. In the case of bazaars, jumble sales and any other occasion when property is brought into the hall for sale, all property remaining unsold at the end of the Hire Period will be considered to be the property of the Hirer for the purpose of this condition.

Flags and Signs etc.

No flags, emblems, placards, notices, signs or other decorations shall be displayed outside any part of the Hall without the previous written consent of the Council. Council may remove any such display inside the Hall if in its opinion the display shall be unseemly or expose the Hall to an undue risk of, or is likely to lead to, disturbance or a breach of the peace.

Interior notices or decorations are to be fixed from the hooks provided around the hall walls.

Exits

No exits may be blocked, chairs or obstructions placed in corridors or Fire Appliances removed or tampered with.

Responsibility of the Hirer for damage

The Hirer shall take good care of and shall not cause any damage or permit or suffer any loss or damage to occur or be done to the Hall or to any part thereof or to any fittings, equipment or other property, therein.

Wilful damage to any part of the hall or its fixtures and fittings in excess of the £100 deposit will be charged to the hirer.

Notwithstanding any other condition hereof the Hirer is responsible for all loss of or damage to the Hall and to the said fittings, equipment and property occurring during the Hire Period or while persons are entering or leaving the Hall pursuant to the Hiring, however and by whomsoever caused. Except that the Hirer shall not be responsible for any damage or loss directly attributable to the negligence of the Council or of its Officers, Servants or Agents acting in their official capacities.

The Hirer shall make good and pay for all such losses or damage (including accidental damage) caused by any act or neglect of himself, his Servants, Agents or any person resorting to the Hall by reason of the Hiring. This should be reported to the Booking Secretary.

Owner not to be responsible for loss or damage

The Council and its Officers, Servants and Agents shall not be responsible for any loss of or damage to any property arising out of the Hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the Hall during the Hire Period arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restrictions, electoral requirement or act of God which may cause the Hall to be temporarily closed or the Hiring to be interrupted or cancelled and the Hirer shall indemnify the Council and its Officers, Servants and Agents against any claims which may arise in respect thereof or which may arise in any way out of the Hiring. Except that the Hirer shall be not be responsible for any damage or loss directly attributable to the negligence of the Council or of its Officers, Servants or Agents acting in their official capacities.

Instruction for Hirers

The instructions to Hirers, stated herewith, shall be read in conjunction with and be regarded as an integral part of these Conditions. The Hirer shall pay the Council's charge for any failure to observe any such instruction, which may in consequence give rise to increased costs to the Council.

Cinematograph Exhibitions or Televisions Receivers

No part of the Hall shall be used for the exhibition of cinematograph films, live television or Video's unless a TEN's or TV Licences is obtained.

Supervision

The Hirer shall be responsible during the Hire Period for:

- (a) The efficient supervision of the Hall including the effective control of children.
- (b) The orderly and safe admission and departure of persons to and from the Hall.
- (c) The orderly and safe clearance of the Hall in case of emergency.
- (d) The safety of the Hall and the preservation of good order and decency therein.

Attendance

The Hirer's attention is drawn to the fact that no attendance by the Council, its Officers, Servants or Agents and no setting-up, preparation or assistance of any kind by the Council can be expected during the Hire Period.

Cancellation by Hirer

If the Hirer shall cancel the Hiring then the Council shall be entitled to retain the whole of the Hire Fee paid. Provided always that if the Council is successful in obtaining an alternative booking or bookings then it may, at its discretion, refund, the Hirer an amount not exceeding ninety per cent of the total Hire Fee paid.

In the event of the Hirer's cancellation as aforesaid the whole of any sum paid to the Council as a security pursuant to the "Security" Condition above shall be refunded.

Except as provided in the Conditions and in the "Security" Condition, the Hirer shall in no circumstances be entitled to any refund or return of any Hire Fee or Security sum paid to the Council.

Complaints

Any complaint arising out of the Hiring must be made in writing to the Booking Secretary within three days of the occasion of such complaint.

Equipment

Any failure of equipment should be reported either in person or by telephone during daytime hours (if it is not an emergency) to either the Booking Secretary. **Please do not attempt to rectify the fault, this can be costly.**

Telephone numbers

Hayley Scarborough, Bookings Secretary, 07582 497623

Any additional equipment being bought into the hall needs to be authorised by the booking secretary at the time of confirmation of the booking.

Parking

Extra parking is available in Green's Lane.

Parking is not permitted anywhere on the Village Green or its verges.