

FLITWICK VILLAGE HALL

CONDITIONS OF HIRING

1 HIRING

- Application shall be made on the form provided and the hire will not be confirmed until the form is returned completed to the booking officer together with the correct hire charge. Your request to book the hall will be recorded in the provisional booking section on the computer system for 14 days only. If you do not complete within 14 days the provisional bookings will be removed.
- The committee reserves the right to refuse any application and shall not be required to give reasons for such refusal. The hall is not generally available for hiring on Christmas Day or Good Friday but the committee may consider an application for hiring on any such day for religious or other purposes upon such terms as the committee thinks fit.
- The Hall is not available for hiring for the purpose of a discotheque type of dance for which tickets are sold to the public.
- The Hall shall not be used for any illegal or immoral purposes. Auction sales and trade exhibitions may be permitted upon these conditions or upon such other conditions as the committee thinks fit.
- Live animals, inflammable or explosive articles (including gas filled balloons, helium filled balloons are permitted without the fill cylinder, and indoor fireworks) electric, steam, gas or other engines or articles of an offensive or immoral nature are not permitted in the Hall.
- The Hall must not be sublet nor shall it be used for any purpose other than that for which it has hired unless otherwise agreed by the Committee.
- If the hirer requires tables and chairs to be set out in a particular way, they should discuss this at the time of booking. **The Hall should be hired for the entire time needed to set up, hold the event and clean up afterwards. Banners to advertise events are to be provided by the hirer and must be professionally made. The banner can be displayed for a week before the event and the key holder will put it up & remove it after the event.**
- Hirers must be aware of allergies and should inform their guests of ingredients used in any food produced.

2 COMPLETION OF HIRING

- **All rubbish, bottle's etc generated by the event shall be removed by the hirer. The Hall shall be left in a clean and tidy condition and, if in the opinion of the Caretaker, the Hall is not so left, he will report this to the committee, and at the discretion of the committee, the tidy levy will be forfeited.**

3 CANCELLATION

- **The Committee or a hirer may cancel a booking giving not less than 60 days notice and no charge shall then be made.** If a hirer fails to give such notice, the full hiring charge, or such lesser sum as the Committee thinks fit, shall be paid by the hirer.
- If any circumstances arise which, in the opinion of the Committee renders it necessary to close the Hall for any period, however short, the cancellation or interruption of any function as a result of such closure shall not entitle the hirer or any other person to any compensation for loss, except that the hiring charge or such part thereof as the Committee may decide.

4 HIRING CHARGES

- Hiring charges shall be such as the Committee decides. **All charges shall, if so required, be payable in full on an application for hiring.** If a charge is not paid when an application for hiring is made, the charge shall be paid within seven days of the receipt of an invoice from the Booking Officer. If between the date of an application and the date for which the hall is hired, the hiring charges are revised; the revised charges shall be paid, if demanded.

5 BLOCK BOOKINGS

- Any organisation may apply for a block booking of the main hall. Applications must be made in writing to the Booking Officer by 30th September each year or at least 14 days before the date of the first booking and where required be accompanied with an order number.

6 MAINTANANCE AND PROTECTION OF BUILDING

- A hirer shall take all necessary action (i) to ensure that these Conditions are complied with, (ii) to prevent any risk of damage to the Hall, its fixtures and fittings and all furniture and equipment by fire or any other cause and (iii) to ensure that the committee's insurance policy is not violated.
- No addition to the lighting equipment in the Hall shall be made without the written consent of the Committee, except that extra lighting may at the discretion of the Committee, be installed on the stage. The Committee may require that such extra lighting be inspected and approved by a competent electrician at the hirer's expense.

- No fixtures or fittings shall be removed and nothing must be done that will damage the interior or exterior of the Hall or any fixtures, fittings, furniture or equipment therein. In particular, no fire fighting equipment shall be moved or tampered with except in the case of a fire.
- All exits and passages must be kept free from obstruction and in particular the exit doors must not be obstructed by tables or chairs.
- The hirer or his representative must be present in the Hall during the period of the hire and shall provide all necessary stewards for the purpose of maintaining good order in and around the Hall for the duration of the hire.
- The hirer shall comply with all reasonable requests of the Key holder or officer of the Committee or their representative. If the attendance of the Police or Fire Service becomes necessary during the period of hire as the result of any act or default of the hirer charges arising from such attendance shall be paid by the hirer.
- Any damage or loss occurring during a hire to the Hall's fixtures, fittings furniture or equipment arising as an act of default or negligence of the hirer his servants, agents or representatives or his or their failure to comply with these conditions shall be paid by the hirer.
- The Committee reserves the right for its officer's agents or servants and any other authorised person to enter the Hall at all times and for all purposes. The management committee make no provision for storage of goods or equipment belonging to the hirer. However there is limited space under the stage for certain types of equipment. The caretaker will be responsible for allocation of space and the hirer responsible to ensure no flammable items are asked to be stored. The caretaker will not store anything that compromises his health and safety. Failure to comply will result in store arrangements being withdrawn.

7 LICENCES ROYALTIES COPYRIGHT etc

- The hirer shall perform or comply with all statutory or other provisions, regulations and conditions which may apply during the term of the hiring and in particular shall not **sell Alcohol** on the premises without having first obtained a 'Temporary Events Licence' (Ten). Forms are available from Central Bedfordshire Council. Such licence shall be displayed in a conspicuous position at or near the bar during the times of serving Alcohol. Selling or supplying Alcohol to persons under 18 years old on the premises is against the law and will be subject to a £5000 fine.
- A music and dancing licence is held and music may be played in the Hall but the hirer shall ensure that no nuisance is caused. The hirer shall obtain any further licence which may be required and shall pay all royalties demanded. The hirer shall not infringe the copyright of any person.

8 CAR PARK

- A car park is provided for the use of hirers of the Hall and other persons attending functions in the Hall. These conditions apply so far as appropriate to the use of the car park and to vehicles or articles left there as they apply to the use of and to articles left in the Hall itself.
- **No cars or other vehicles shall be parked or left in the roadways in the front and at the side of the Hall and a hirer shall ensure that these roadways are left clear at all times.**

9 GENERALLY

- Notices advertising functions may in the discretion of the Committee and by arrangement with the caretaker, be exhibited on the Hall notice board.

10 BREACH OF CONDITIONS

- In the event of any breach of or failure to comply with these conditions the caretaker or an officer of the Committee or their representative may immediately terminate the hiring and neither the hirer nor any other person shall be entitled to any compensation for loss or damage arising from such termination.

11 INDEMNITY

- The hirer shall indemnify the Committee, its officers and members from and against all actions, proceedings, costs, charges, claims and demands arising from the act default or negligence of the hirer, his representatives, agents or servants or any person claiming under or through him during the period of hiring or any failure to comply with these Conditions or any claims in respect of royalties or breach of copyright.
- All articles left in the Hall are left there at the owners risk and the Committee, its officers, members, agents, servants and representatives shall not be liable in respect of the loss of any such article or articles or any damage or injury caused thereto whilst on the premises.

12 ALTERATION OF CONDITIONS etc

- These Conditions may be altered, varied or added to either generally or in respect of any particular hiring at any time by the committee at its absolute discretion without prior notice. Any general alteration, variation or addition shall be published on the Hall notice board. In the case of any doubt or dispute arising from these conditions, the decision of the Committee shall be final.

13 INTERPRETATION

- ‘The committee’ means the management Committee of the Flitwick Village Hall. ‘Hirer’ is the person making an application for the hire of the hall and/or the organisation or other person on whose behalf he purports to act. ‘The Hall’ includes all or any part or parts of the building know as Flitwick Village Hall and

the car park, roadways and land adjoining the said building over which the Committee exercises control.

- These conditions commence immediately

12 FIRE EXITS

- Hirers are required to familiarise themselves with the fire exits below:

