



CORNISH HALL END VILLAGE HALL HIRING AGREEMENT

The Cornish Hall End Village Hall Management Trustees make you, the hirer, aware that on signing the agreement you enter into a contract that could be used in evidence should legal action become necessary.

DATED.....

PARTIES

- (1) The Village Hall named in clause 2.2 acting by its management trustees.
- (2) The person or organisation named in clause 2.3. (i.e.)

AGREED as follows:

- 1.** Throughout this Agreement:
 - the Village Hall named in clause 2.2 is referred to as "we"; "our" is to be construed accordingly and "we" and "us" mean and include the Village Hall's charity trustees, employees, volunteers, agents and invitees
 - the person or organisation named in clause 2.3 is referred to as "you"; and "your" is to be construed accordingly; "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
 - where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our Management Trustees.
 - "Premises" shall include the village hall building, its car park, overspill car park on playingfield, outbuildings, paths, pavings and the like.
- 2.** In consideration of the hire fees described in clause 2.4, we agree to permit you to use the premises (which includes the village hall building and also the car park, outbuildings, paths, paving and the like) / hire equipment as described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Date(s) required:

Date(s)
(insert dates required or calendar period required, eg every Tuesday from xxxx, until xxxx, inclusive)

Time required (Hours)..... From (time).....

which shall include time for preparation and for clearing up – The hall premises shall be entirely vacated (including the car park and overspill car park) by no later than midnight on the day of hire, unless previously agreed in writing with the village Hall management trustees.

2.2 Village Hall

(a) Registered Charity No: 301291

(b) Authorised Representative: Anne Dacey

Telephone Numbers & Email: t. 01799 586291 e. CHEVillageHallEng@outlook.com

Bank details for direct banking- Account: Cornish Hall End Village Hall; sort code 30.97.24, account no.00434504

2.3 Hirer: (information provided below will be held and processed by the CHE Village Hall only in accordance with its Data Protection Policy, ie to carry out its day-to-day operations, to meet its objectives and to comply with legal obligations.)

IF individual:

(a) Name.....

Address, Telephone Numbers & Email.....

.....

.....

OR

(b) Organisation.....

(c) Name of Organisation's Authorised Representative

.....

Address of Organisation, Contact Telephone Numbers & Email

.....

.....

2.4 Hire Fees

General Hire Fee	Special hire of AV equipment in conjunction with general hire of hall
£ (total)	£..... (total)
Deposit	Deposit
£.....	£.....

You must pay as a deposit £100.00 or one third of the cost of the booking or hire of equipment (whichever is the greater), at the time you sign this Agreement.

You must pay the total of the booking/equipment hire fee at least 7 (seven) days before the start of the event for which you hire the premises.

We will refund the deposit within 28 days of the termination of the period of hire provided that the agreed hire period has not been exceeded, no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

End of Hire - see Standard Conditions of Hire clause 29 below - if the premises are not left in a clean and tidy condition (in our opinion), then you agree that cleaning by us or our contractor will be charged at £20 per hour or part there-of together with a charge for cleaning materials charged at cost plus 10%, the total to be deducted from your deposit or a charge made to recover such cost if greater than the deposit taken.

2.4.1 Amounts received by the village hall

General Hire Deposit £.....	AV equipment Hire Deposit £.....
General Hire fee (part/total) £.....	AV Equipment Hire fee (part/total) £.....
Balance £	Balance £

Balance of hire fee to be paid in full at least 7 days before the event for which the premises are hired.

2.4.2 Return of deposit

The quickest way to return your deposit is (as long as paragraph 2.4 is fully complied with) is by direct banking. If you would like us to use this method, please enter your direct banking details below .

Name of bank:

Full name on account:

Account number:

Sort code:

2.4.3 Commercial hire

Is this a commercial hire? Yes / No – if 'Yes', see following additional condition

Additional condition for use with commercial hirers:

"Village halls are usually held on strict trusts which require the management trustees/committee to ensure that the hall is administered in accordance with those trusts. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination."

2.5 Premises and equipment to be hired

(a) Whole Village Hall

If part of hall please tick/delete as appropriate:

- (b) The main hall (excluding kitchen and small room to rear of hall)
- (c) The Committee room and kitchen at the rear of the Hall
- (d) Crockery and utensils as detailed and listed on the attached sheet
- (e) Trestle tables (No.)
- (f) Stacking chairs (No.)
- (g) Projector, screen, DVD player, audio system

2.6 Purpose/description of hiring:

(All equipment hired to be returned cleaned and packed as initially received at time of hire)

- 2.7 Will tickets be sold for your event? Yes / No
- 2.8 Is food to be provided at the event? Yes / No
- 2.9 Is alcohol to be provided at the event? Yes / No (alcohol is **not** to be consumed by those under 18 years of age)
- 2.10 Will there be exhibition of a film? Yes / No
- 2.11 Will live music be performed or recorded music played? Yes / No

3.1 Capacity - You agree not to exceed the maximum permitted number of people per room including the organisers/performers

Main hall: 60 persons seated, 100 persons standing

Committee room: 20 persons seated 30 persons standing

3.2 Covid-19 and general hygiene

You agree to maintain appropriate levels of hygiene and social distancing to help reduce infections of covid-19 and other infectious diseases, including, amongst other things, excluding any person from the hall that is showing symptoms of covid-19, encourage regular use of hand sanitiser, hand washing etc, discourage close contact between people, and cleaning touch points as part of your final clean of the hall at the end of hire.

4. Licenses - The hall **does** have a licence:

with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

4.1 and 4.2 – not used

4.3 The hall **does not have** a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film **but only in accordance with the Deregulation Act 2015.**

- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
- (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a Temporary Event Notice (a 'TEN') to the licensing authority.
- (iii) You agree to obtain our consent to give notice of your intention to sell alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i), (ii) or (iii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

- 5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
- 6. **Insurance provision in Standard Conditions of Hire Clause 4 (ii)** - the Village Hall **will / will not** (delete as appropriate) insure the liabilities described in clause 4 sub-clauses (i)(c) and (d)
- 7. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
- 8. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

VILLAGE HALL REP TO SIGN Signed below by the person named at 2.2(b) above, duly authorised, on behalf of the Village Hall.

.....

HIRER TO SIGN Signed below by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.

.....

*This agreement and conditions of hire are based upon the ACRE Model Document Hiring Agreement obtained from The RCCE in August 2019
Our ref: CHEVH/HA2022/02*

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises You must not use the premises (including the car park, or overspill car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises **nor allow the consumption of alcohol without our written permission.**

Whilst the Hirer has use of the main hall, others may be using other facilities of The Hall and the Hirer is to permit them reasonable use of the main hall for purposes of access to the toilet facilities.

Overspill car park - Finchingfield Parish Council (the 'PC') has given permission to the Village Hall to use part of the playingfield as an overspill car park, with access via a lockable gate. Use of this overspill car park is entirely at the discretion of the Village Hall and PC and it cannot be assumed that this will be available at time of hire, particularly if damage to the field surface may occur. Use of the overspill car park, if permitted, is entirely at the Hirers risk and the Village Hall or PC will not be held responsible for any damage to property or accident that may occur on there during the period of hire.

The hirer shall not remove any item of furniture or equipment from the confines of the Hall without the express written permission of the Management Trustees as indicated in the Hiring Agreement below.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
 - (b) the cost of repair of any damage (including accidental and malicious damage) done to our Wi-Fi service (if any)
 - (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our Wi-Fi service (if any), and
 - (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our Wi-Fi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and may re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

- 5. Gaming, betting and lotteries** You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- 6. Music Copyright licensing**
You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).
- 7. Music** You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.
- 8. Film** You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).
- 9. Safeguarding children, young people and vulnerable adults** You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).
- 10. Public safety compliance** You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children or those less mobile. You must also comply with our health and safety policy.
You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.
(i) You acknowledge that you have received instruction in the following matters:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment. (Include diagram of location when handing over keys.)
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - Location of the first aid box.
- (ii) In advance of any activity whether regulated entertainment or not you must check the following items:
- That all fire exits are unlocked, and panic bolts are in good working order.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no fire-hazards on the premises
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
 - That you have a means of accounting for everyone in the event of an evacuation
 - That you have nominated someone to provide information to fire and rescue services on arrival
- 11. Noise** You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.
- 12. Drunk and disorderly behaviour and supply of illegal drugs** You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:
(i) no one attending the event consumes excessive amounts of alcohol
(ii) no illegal drugs are brought onto the premises including the car park and other village hall lands.
Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.
- 13. Food, health and hygiene** You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. **The premises are provided with a refrigerator but no thermometer.**

- 14. Electrical appliance safety** You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Provide working residual circuit breakers as necessary and make use of them in the interests of public safety. Ensure trailing cables and leads are safely secured and not trip hazards.
- 15. Stored equipment** We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.
- We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:
- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
 - (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.
- 16. Smoking** You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.
- 17. Accidents and dangerous occurrences** You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 18. Explosives and flammable substances** You must ensure that:
- (i) Highly flammable substances are not brought into or used in any part of the premises.
 - (ii) No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) are erected without our consent.
- 19. Heating** You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.
- 20. Animals** You must ensure that Guide dogs, Hearing dogs and assistance dogs and owners are allowed on the premises.
- 21. Fly posting** You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.
- 22. Sale of goods** You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.
- 23. Wi-Fi Services** When using the Wi-Fi service, you, the Hirer, agree to be responsible for any uploaded or downloaded material and agree at all times to be bound by the following provisions:
- (i) not to use the Wi-Fi service for any for the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (c) interfering with any other persons use or enjoyment of the Wi-Fi service; or
 - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
 - (ii) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

24. Termination of the Wi-Fi service

We have the right to suspend or terminate our Wi-Fi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our Wi-Fi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our Wi-Fi service;
- (iv) if you resell access to our Wi-Fi service; or
- (v) if you use our Wi-Fi service in contravention of the terms of these Standard Conditions.

25. Availability of Wi-Fi Services

(i) Although we aim to offer the best Wi-Fi service possible, we make no promise that the Wi-Fi service will meet your requirements. We cannot guarantee that our Wi-Fi service will be fault-free or accessible at all times.

(ii) It is your responsibility to ensure that any Wi-Fi enabled device used by you is compatible with our Wi-Fi service and is switched on. The availability and performance of our Wi-Fi service is subject to all memory, storage and any other limitations in your device. Our Wi-Fi service is only available to your device when it is within the operating range of the main hall.

(iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our Wi-Fi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our Wi-Fi service. Network speed is no indication of the speed at which your Wi-Fi enabled device, or our Wi-Fi service sends or receives data. Actual network speed will vary based on configuration, compression, and network congestion.

26. Privacy and Data Protection

- (i) We may collect and store personal data through your use of our Wi-Fi service.
- (ii) We may process all information about you which is provided in relation to our Wi-Fi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the Wi-Fi service.
- (iii) By using our Wi-Fi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should contact the appointed Secretary of the Management Trustees.

27. Audio Visual ('AV') Equipment (Digital projector, DVD/Blu-ray player, retracting screen and audio system)

27.1 The village hall may offer you (for a separate fee to be agreed) the use of its digital projector, DVD/Blu-ray player, retracting screen and audio system. **Use of such equipment is not offered as part of the general hire of the Hall unless noted otherwise**

27.2 None of this equipment is to be removed from inside the village hall.

27.3 You must satisfy yourself that the equipment provided by the Village Hall is suitable for your needs; we make no promise that the AV equipment will meet your requirements.

27.4 You must be familiar with the operation of the equipment such that you can operate it safely and not cause damage to any element of equipment.

For you to operate the equipment properly, the Hall will provide you with written instructions. The equipment is designed for ease of operation and the control systems are mostly self-explanatory. Care must be exercised in the use of the equipment, especially in ensuring that the projector is switched off AT THE CORRECT TIME after use, so as to prevent overheating of the lamp.

We may also be able to offer instruction in person, but this must be arranged prior to your event and at a mutually convenient time with the Village Hall and must be with the person who will be operating the AV equipment.

27.5 Should we consider that you have not sufficiently familiarised yourself with the operation of the AV equipment, we reserve the right to cancel the hire of the use of our AV equipment without notice.

27.6 We shall set-up the AV equipment such that it is ready for you to connect your devices and take it down after your event. It will be your responsibility to safely move it or set-aside during your hire.

27.7 We cannot guarantee that our AV equipment will be fault-free at all times. The availability and performance of our AV equipment is also subject to all memory, storage and any other limitations in your devices that may be connected to it.

27.8 The AV equipment should not be used inappropriately, e.g. the playing of videos or DVDs licenced for home use only.

28. Cancellation If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee. We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (ii) the premises becoming unfit for your intended use;
- (iii) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

29. End of hire You are responsible for leaving the premises and surrounding area (including the car park and surrounding grassed areas, paths, and the like) in a clean and tidy condition.

To assist with cleaning of the hall, you are requested (but it is not a condition that you do) to take away all rubbish, rubbish bags, cans and bottles and general litter etc. and dispose and recycle them in an appropriate way.

Otherwise, please make sure your rubbish is tightly bagged in the bags provided, with waste for recycling (such as glass bottles, plastics, cans, CLEAN paper and cardboard) bagged separately; please leave bags for collection in the lobby.

Please ensure all doors and windows are properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

30. No alterations You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations, or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

31. No rights This Agreement constitutes permission only to use the premises during the period of hire and confers no tenancy or other right of occupation on you. No overnight stays are permitted on the premises including the Village Hall car park and overspill car park on playingfield . Any such extended occupation will be considered an act of trespass.

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Cornish Hall End Village Hall

General Information Sheet for Hirers

Safety

You, the Hirer, are reminded that for your own and your guests safety that you must, BEFORE the building is occupied, familiarise yourself with the whereabouts of all fire exits and fire fighting equipment; you must ensure that all fire exits remain unobstructed, and the manner of opening the fire exit doors must be made known to your guests; children should remain under supervision at all times; please ensure you have some means of accounting for people using the Hall should emergency evacuation be necessary, and assemble on the playing field.

In the event of a fire, the Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. **THERE IS NO PUBLIC TELEPHONE IN THE VICINITY – please ensure prior to your event, you have a charged mobile phone and can get a signal for making emergency calls if the need arises.**

Available Facilities

The Hirer is recommended to visit and examine the Hall to make themselves aware of the current facilities available. The current cleaner's cupboard entry code is ...**15672**

The Wi-Fi name is.... **Village Hall**. The current password is...**CHEhall2019**

No Licences for Entertainment/Alcohol

Please refer to Clause 4.3. The Village Hall is not in possession of any Premises Licence, or Temporary Events Notice (TEN) and the like licences and the Hirer is therefore reminded that any events requiring such a licence or permissions cannot be allowed without the necessary permission being given and licences etc obtained by you.

The Village Hall does not have a licence for the sale of alcohol, but the hirer may obtain such a licence (TEN) at his own expense, but always subject to obtaining the necessary permissions from the Management Trustees (see item 4.3 of the Standard Conditions of Hire).

Limited kitchen facilities

The kitchen facilities are only suitable for the serving or selling of pre-prepared foodstuffs and not their preparation. Please ensure that all surfaces and equipment are left clean and in a hygienic condition at the end of the hire period.

Car Parking

The road leading to the Hall is a public road and must not be obstructed. Cars may be parked in the car park alongside the Hall, but not on the playing field unless with prior agreement of the Committee. It may be necessary to park in other parts of the Village. **Please park considerably at all times.** (You are reminded of the lack of lit road within the Village.)

Care of the Hall

Please take proper care of all facilities and equipment within the Village Hall as well as the building fabric, and ensure that no items or surfaces are wilfully damaged. It will be appreciated if all breakage's and damaged items are reported to the Booking Secretary at the end of your hire so that replacements etc. can be arranged. (refer also to item 4 of the Standard Conditions of Hire). Please ensure that all doors are locked if the Hall is left unattended to prevent theft and intrusion.

End of Hire

Please take time to clean and tidy all items and clean all surfaces, the hall and outside areas, such as the car park and paths. To assist with cleaning of the hall, you are requested (but it is not a condition that you do) to take away all rubbish, rubbish bags, cans and bottles and general litter etc. and dispose and recycle them in an appropriate way. Otherwise, please make sure your rubbish is tightly bagged in the bags provided, with waste for recycling (such as glass bottles, plastics, cans, CLEAN paper and cardboard) bagged separately; please leave bags for collection in the lobby. Please leave the hall in the same condition as at the start of the of the hire period. Brooms, cleaning equipment etc. are available from the cupboard in the lobby.

Please promptly vacate the Hall at the end of the hire period ensuring all items are carefully stored away or stacked and that items used outside of the Hall have been returned; that all taps, lights and AC units are turned off; that doors, windows etc. have been securely locked; all keys are returned; and any damage, losses or breakage's are reported to the Booking Secretary (see Standard Conditions of Hire items 2 and 17).

Consideration of Others

Please ask your guests to leave quietly at the close of your event, and to fully respect the peace and quiet that all persons in adjoining and neighbouring properties would expect, especially regarding noise levels at night - car doors banging and loud talk are disturbing to local residents.

Your Comments

The Village Hall Management Trustees welcomes any comments and observations that you may have regarding your Hire.