

Walton Village Hall Standard Conditions of Hire (cont.)

than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time.

COMPLIANCE WITH THE CHILDRENS ACT

The HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper people have access to the children.

FLY POSTING

The HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the hall and shall indemnify the Committee accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

SALE OF GOODS

The HIRER shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers Recommended Retail Prices.

HIRER CANCELLATION

If the HIRER wishes to cancel the booking, or some bookings if part of a serial booking arrangement, and the Committee is unable to conclude a new booking or bookings as the case may be, the question of repayment of any fee's shall be at the discretion of the Committee but in no case shall be more than 50% of the agreed total hiring fees.

COMMITTEE CANCELLATION

The COMMITTEE reserves the right to cancel a hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a refund of any deposit already paid.

The COMMITTEE reserves the right to cancel this hiring agreement at any time either before or during the term of the agreement if a serial booking, upon giving 7 days notice to the hirer, or 30 days notice if a serial booking arrangement has been enacted. The HIRER shall be entitled upon such notice given to reimbursement of such monies paid down and not expended in actual hiring's, including a deposit paid or a proportion of the same, always subject to the cancellation not resulting from a breach by the hirer of the conditions of this agreement, in which case, the Committee shall not be liable to make any payment to the hirer.

UNFIT FOR USE

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

REFUSAL OF BOOKING

The Walton Trust reserves the right to refuse without notice or reason given any booking

END OF HIRE

The HIRER shall be responsible for vacating the premises by the expiration of the hire time and for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced otherwise the Committee shall be at liberty to make an additional charge. The HIRER shall remove all rubbish, bottles, and the like resulting from the hiring. Failure to do so may result in a surcharge. Unsold items from sales are not to be stored in the hall without prior permission from the Committee.

NOISE

The HIRER shall ensure that the minimum of noise is made on arrival and departure.

NOTES

[I] The COMMITTEE is the Management Committee of The Walton Trust, Charity No 1055917.

[II] The use of the masculine infers the feminine and vice versa.

[III] If a hirer is in any doubt as to the meaning of these conditions, the Booking Secretary to The Walton Trust should be consulted before any signature is appended.



Walton Village Hall Hire Agreement and Conditions of Hire

Meadow Lane
Walton
Somerset
BA16 9LA

Walton Village Hall

Information valid at 1st September 2006

Phone: 01458 840800
Mobile: 07598 318494
E-mail: info@waltonvillagehall.org.uk
Web: www.waltonvillagehall.org.uk

Registered Charity Number: 1055917



Walton Village Hall Hire Agreement (Booking Form)

Customer Details			
Organisation Hiring Hall			
Contact Name			
Address/Post Code <i>(All correspondence will be forwarded to this address)</i>			
Email Address			
Telephone		Mobile	
Booking Details			
Date of Hire		Approx. no. of guests	
Start Time		Finish Time	
Description of Event			
Will alcohol be available?		Will alcohol be on sale?	
<i>n.b. please see notes below regarding alcohol consumption on premises</i>			
Rooms Required			
Main Hall		MUGA-Tennis	
Blue Room		MUGA-Team Sports	
Lounge		MUGA-Lighting	
Kitchen (bar/catering)		Playing Field	
Kitchen (drinks only)			
Whole Hall		Locking Up Fee	
Booking Fees		£'s	
Total Booking Fee		Please forward Bond payments as a separate cheque <i>n.b. All deposits (Bonds) taken as security will be banked by The Walton Trust. Bonds will be returned in full as soon after the booking as possible providing all conditions of hire have been met and no damage or costs have been incurred by The Walton Trust. Regular users of the Hall may, on request, be invoiced monthly by arrangement.</i>	
Plus Bond (if applicable)			
Total			
Deposit Payable on Booking <i>(50% of Total Booking Fee)</i>			
Outstanding Balance (and bond cheque, if applicable) <i>(to be received at least two weeks prior to date of booking)</i>			
<i>I have read, understood and agree to abide by the Walton Village Hall Standard Conditions of Hire and any further conditions specific to this individual hire. I agree to pay in full the sum indicated for the hire of the Hall prior to the booking taking place and to return the Hall and all its property to a representative of the Walton Trust in a fitting state and by the time stated.</i>			
Signature			
Date		<i>Please sign and date this agreement before forwarding to the Booking Secretary, Walton Village Hall.</i>	

Please make all cheques payable to **The Walton Trust**

Walton Village Hall Standard Conditions of Hire

SUPERVISION

The HIRER will only occupy and use those areas contracted for and will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort, behaviour of all persons using the premises whatever capacity or function. This includes proper supervision of car parking so as to avoid an obstruction and minimise risk of accidents or damage to vehicles.

USE OF THE PREMISES

The HIRER shall not use the premises for any purposes other than that specified in the signed hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purposes or in any unlawful way nor do anything or allow any act by any person or bring on to the premises, including the curtilage thereto, anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

SMOKING AND THE USE OF DRUGS

The HIRER shall ensure that no smoking takes place within the building. The introduction, sale, offer or use by any hall users of illegal DRUGS, whether in the building or within the curtilage is forbidden and constitutes 'misuse of the hall' as defined above, and persons attending their functions are advised that breaching this condition will entail the automatic loss of any "bond" deposited and a possible refusal of further bookings.

LICENCES

The HIRER shall be responsible for obtaining such licenses as may be needed, whether for sale or supply of alcohol or otherwise and for the observance of the same. The Hall is covered for PRS (Performing Right Society) purposes. The Hall has a Premises licence allowing certain activities to take place during set times. Any event falling outside those limitations will be subject to a Temporary Event Notice (TEN), available from Mendip District Council. This includes the sale of all alcohol or inclusion of alcohol in the ticket price of an event. The Booking Secretary must be informed of any licences applied for in respect of the hall.

GAMING, BETTING AND LOTTERIES

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, including Bingo and other games of chance.

PUBLIC SAFETY COMPLIANCE

The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.

HEALTH AND HYGIENE

The HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

ELECTRICAL APPLIANCES

The HIRER shall ensure that any electrical appliances brought onto the premises and used there, shall be safe and in good working order and used in a safe manner, including the use of circuit breakers if required by a licence.

INDEMNITY

[I] The HIRER shall fully indemnify the Walton Trust for the cost or repair of any damage done to any part of the premises including the curtilage thereto, or the contents of the building which may occur during the period of the hiring or as a result of hiring.

[II] The HIRER shall be responsible for making arrangements for damage cover or against any third party claims which may lie against him (or the organisation if acting as a representative) whilst this agreement is in force. The Walton Trust is insured against any claims arising out of its own negligence.

ACCIDENTS AND DANGEROUS OCCURRENCES

The HIRER must report all accidents involving injury to the public to a member of the Management Committee as soon as possible (contact details posted on notice board in lobby). Any failure of equipment belonging to the Walton Trust must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall's Booking Secretary will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

ANIMALS

The HIRER shall ensure that no animals (including birds) except guide/hearing dogs are brought into the hall, other