

HURSTBOURNE PRIORS VILLAGE HALL

Standard Conditions of hire

1. The hirer must be over the age of 18 and will during the period of hire be responsible for supervision of the premises, the fabric and contents, their care and safety from damage, and for the behaviour of all persons using the premises whatever their capacity.
2. In case of events involving children, the hirer is responsible for ensuring that only fit and proper persons have access to them. In addition the hirer is entirely responsible for the safety and wellbeing of the children at all times.
3. The hirer shall not sub-let the premises or use them for any unlawful purpose, nor bring anything which could endanger the buildings or occupants.
4. The sale of alcohol is not permitted unless a Temporary Event licence has been obtained, at the hirer's cost from Basingstoke and Dean Borough Council and the Bookings Secretary informed at the time of booking.
5. The hirer is responsible for obtaining any licences necessary for the public performance of music or other material.
6. The hirer must inspect the hall at the start of the period of hire and immediately report any damaged or unfit items. The cost of repair or damage to the property, its curtilage or contents is the responsibility of the hirer.
7. The hirer must leave the premises in a clean and tidy condition, properly locked and secured unless otherwise agreed. Any contents must be returned to their original positions. An additional fee will otherwise be charged.
8. All events must finish by 11pm and the hall vacated by 12pm.
9. Firefighting equipment must be kept in its proper place and used only for its intended purposes. Obstructions must not be placed in passages or near exits.
10. The hall has a maximum capacity of 100 seated or 140 standing and these figures (including helpers, performers etc.) must not be exceeded.
11. The parking of cars must not obstruct the highway. Hirers are responsible for ensuring that parking and noise levels inside and outside the village hall do not cause nuisance or inconvenience to the occupiers of nearby properties; this applies also from the departure from the premises.
12. The Management Committee cannot accept responsibility for damage, loss or theft of the user's property and effects. No insurance cover is provided for persons using their own equipment or sustaining personal injury whilst undertaking sporting or other physical activity, or through malicious behaviour whilst using the village hall.
13. No unauthorised heating appliances are permitted. No special effects such as strobes, lasers, foam etc. may be used on the premises. No naked flames are permitted.
14. No decorations may be attached to any part of the premises without approval of the Bookings Secretary. The use of drawing pins, blue tack, adhesive tape or any other substances which may cause permanent marking or paint damage is specifically prohibited. The hirer must pay the cost of any damage caused by their removal.
15. Smoking on any part of the premises is forbidden.
16. The supply of First Aid equipment is the responsibility of the hirer.
17. If selling goods on the premises, the hirer must comply with Fair Trade Laws.
18. The Bookings Secretary and Management Committee reserve the right to refuse any application.
19. The operating instructions for the safe use of the kitchen equipment and water heater are available in the kitchen. It is the responsibility of the hirer to read and familiarise themselves with the workings of the equipment before use. All appliances must be left clean after use.

Cancelations

1. The Management Committee reserves the right to cancel this hiring if the hall is required by the local authority for use as a polling station.

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2. If the hall or any part of the premises becomes unfit for use, the Management Committee may cancel the hire agreement, and the Management Committee is not liable to the hirer for the resulting loss or damage.
3. If the hirer wishes to cancel the booking before the date of the event and the hall cannot be re-let, the Bookings Secretary or Management Committee may use their discretion regarding payment of the hiring fee.

Revised November 2024