

USE OF UPLOWMAN VILLAGE HALL - TERMS AND CONDITIONS

BOOKING FORM, DEPOSITS AND FEES

1. The signatory of the application shall be the hirer. Where a promoting organisation is named the application, that organisation shall also be considered the hirer and shall be jointly and severally liable hereunder with the signatory.
2. The fee payable for the hiring shall be calculated in accordance with the time scale of charges published by the UHRA. The Association reserves the right to alter or revise these charges at any time.
3. Deposit form to be signed and returned with the appropriate deposit within 14 days of receipt, otherwise booking will be cancelled.

CANCELLATION

4. The UHRA reserve the right, having good reason, at anytime without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event the UHRA shall not incur any liability whatsoever to the hirer other than for return of any fee paid in respect of the hiring.
 5. If the hirer shall cancel the hiring of the premises then the UHRA shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by the UHRA in respect of that hiring.
- ### FURNITURE AND EQUIPMENT
6. The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only.
 7. The arrangement of furniture and/or the use of additional furniture or equipment will require the specific approval of the UHRA. Such use may be subject to the scale of charges published by the UHRA. Electrical equipment bought in by the hirer to be P.A.T. tested.
 8. Where additional equipment is required by the hirer this will be subject to an additional charge according to the Association's published scale. See front re: hire of crockery etc. PLEASE let us know if you break or damage anything.
- ### KITCHEN and BAR FACILITIES
9. Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given by the Association. Food and hygiene standards are the responsibility of the hirer.
 10. **NO** outside bars are permitted. **We DO NOT** allow our bar area to be used.
 11. You can supply you own drink providing the bar is NOT open. All drink must be cleared from tables once the bar is open.

HEALTH, SAFETY AND CONDITION OF PREMISES

12. The hirer/hirers shall during the hiring be responsible for:

- a) Taking all measures necessary to ensure that the permitted number of persons (175) using the hired premises is not exceeded;
- b) The efficient supervision of the hired premises and for the orderly use thereof including the observation of the law of NO smoking on the premises;
- c) Ensuring that all doors giving egress from the hired premises are kept fastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises; Named hirer will be responsible for the keys.
- d) Ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned;
- e) Familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes; Please make sure the Entertainer is aware of the fire regulations.
- f) **No SMOKE machines to be used**
- g) Ascertaining the location of the nearest emergency telephone; Kiosk in the village
- h) The provision of a suitable first-aid kit; **IN THE KITCHEN**
- i) Please consider the people who live in the village and vacate the hall peacefully and quietly

13. The hirer shall at the end of the hiring be responsible for:

- a) **Ensuring that the hired premises are vacated promptly and quietly and doors are locked and ALL LIGHTS TURNED OFF:**
 - b) Ensuring that the hired premises are left in a safe and secure condition and in a **clean and tidy state**. Failure to comply with these conditions may lead to additional charges. Keys to be returned immediately after use or at a time agreed prior to hire.
 - c) All tables and chairs put back where they were found, or the hall will do this for a charge, see hiring fees.
 - d) No nails, tacks, screws, or other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto, without the consent of the UHRA. If used please remove afterwards.
 - e) No alterations or additions to any electrical installations either permanent or temporary on the hired premises may be made without the consent of the Association. Electrical apparatus must be switched off after use and plugs removed from sockets.
14. The hirer shall not permit or suffer any damage to be done to the hired premises or grounds or any furniture or equipment therein and shall make good to the satisfaction of the Association and pay for any uninsured damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof the hirer.
 15. In the case of hirers providing their own insurance, except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, the Association will not be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:
 - a) any damage or loss of any property brought on to or left upon the hired premises either by the hirer or by any other person;
 - b) any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer;
 - c) any loss to or breakdown of machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled;

and the hirer shall be responsible for and shall indemnify the UHRA, its servants and agents against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

GENERAL

16. The hirer and its agents will be responsible for observing and adhering to the policies of the UHRA during hire of the premises.
17. The right of entry to the hired premises at any time during the hiring is reserved for authorised officers and employees of the UHRA or a person authorised by it.
18. Please make any entertainer aware of entertainment licence times.
19. Due to the location of the hall we have been asked not to allow Fireworks to be let off.
20. **The UHRA reserve the right to charge for any breakages, damages or if the hall is left in an unacceptable state.**