

Responsibilities of the hirer to Bromeswell Village Hall Management Committee.

Bromeswell Contacts

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1. The hall hirer must be over 21 years of age and provide full contact details, a signed copy of this agreement and deposit at least 7 days prior to the hire event. The hirer is responsible for ensuring that the hire times are adhered to. The normal end time is no later than 12a.m. The hirer shall ensure that there is no excessive noise or disturbance of others. Minors must be adequately supervised. **A No Smoking policy applies to all areas of the hall.**
2. For single events longer than two hours the hirer is required to leave a deposit which will be returned to hirer on return of keys and subject to complying with the terms of this agreement. Any costs of repair, cleaning etc will be deducted from the deposit.
3. The hirer shall indemnify the Management committee for the cost of repair of any damage done to the property during the hiring, including the curtilage thereof or of the repair or replacement of the contents of the premises as a result of the hiring.
4. Any such repairs or re-placement of property to be organised by the Management Committee and invoiced to the hirer.
5. The Management Committee reserves the right to charge the Hirer for any loss of income due to the wilful damage during the hire of any part of the hall.
6. It is the responsibility of the hirer to ensure that all Fire Exits are kept clear at all times. Observance of the occupancy levels is a mandatory legal requirement. Please ascertain that your guest numbers are within these limits.
7. The hirer shall not sub-let the hiring or use the premises for any unlawful purpose or in any unlawful way do anything or bring onto the premises anything that may endanger the property or public or may in any way invalidate any insurance policy held by the Management Committee.
8. The Management Committee accepts no liability for personal injury caused to any person on the premises outside the scope of it's Property Owners Liability Insurance
9. In the event of the hall or any part thereof being rendered unfit for use the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. In this case the Hirer shall be entitled to a full refund of any monies paid if an alternative booking date is not acceptable or available.
10. The Management Committee retains the right to enter the premises during any function for the purpose of checking on security, safety and compliance with the conditions of hire.
11. No heavy or sharp equipment, likely to damage the floor is to be used in the hall. Please clean, but do not wash the floor. Wipe up spillages promptly. No sticky substance, nails, pins etc. are to be used on the walls, ceilings or floors.

12. It is not permitted to sell alcohol on the premises without the benefit of a Licence. This is the responsibility of the hirer to arrange.
13. The hall must be cleared immediately after the function except by prior arrangement with the management committee. All the supplied equipment such as tables and chairs are put away in the storeroom indicated. Chairs and tables stored inside are for inside use only. All hirers own equipment to be cleared away and removed from the premises.
14. Once the hall is vacated all doors are locked and the windows closed. Keys are returned to the key-holder, i.e. the letterbox outside the key-holders house.
15. All water heaters are turned off after use. The areas used, including the kitchen, are to be left clean and tidy otherwise a cleaning charge will be made.
16. Food and Hygiene regulation compliance is the responsibility of the Hirer. The kitchen must always be completely cleaned after every use. All kitchen equipment must be thoroughly cleaned and put away after use.
17. Cars are parked at their owner's risk. Clothing and valuables are taken onto the premises at their owner's risk.
18. Care must be taken to avoid noise when leaving the premises, particularly at night.

I agree to the terms laid out on pages 1 & 2 above.

Signed: -

Printed: -

Address: -

Telephone: -

Mobile: -

Email: -

Date: -