

# BROOKE VILLAGE HALL

## TERMS OF HIRE

Norwich Road, Brooke, Norwich, Norfolk, NR15 1AB  
[www.brookevillagehall.org.uk](http://www.brookevillagehall.org.uk)

Registered Charity No: 303915

### Definitions

'The Committee' shall mean the Brooke Village Hall committee (acting as operator of the Hall);

'The Hall' shall mean Brooke Village Hall;

'The Hirer' shall mean the person(s) or organisation applying or granted to use the Hall;

'The Event' shall mean the event for which the Hirer books the Hall;

### Hirer Obligations and Responsibilities

The Hirer must be at least 21 years of age;

The Hirer shall, during the period of the hire be responsible for:

- Behaviour and safety of all persons using the Hall whatever their capacity and their behaviour on Village Hall premises;
- Ensuring that fire exits and emergency access are kept clear at all times;
- Evacuation of the Hall in the event of a fire alarm;
- Compliance with the regulations and procedures stipulated by the Committee and displayed in the Hall;
- Supervision of car parking so as to avoid obstruction of the fire exit and access gate;
- Supervision of the use of the Hall and prevention of damage to the Hall and all fixtures and fittings;
- Supervision and care of any equipment or items of furniture within the Hall including lighting, kitchen appliances, etc.;
- Ensuring that all conditions of the entertainment and alcohol licence(s), as issued for the Hall are observed (copy available in the hall);
- Ensuring that all applicable licences or permits to suit the event are in place;
- Ensuring that music or other audible entertainments are conducted at moderate levels, giving due consideration to local Village residents. All music to stop at midnight.
- The Hirer will be held responsible for any nuisance claims emanating from failure to comply with this requirement;
- Ensuring that equipment such as bouncy castles hired from outside agencies are covered by the supplier's insurance;
- Ensuring that the keys to the Hall are kept securely at all times and returned on completion of the hire;

- Ensuring that the users of the Hall and attendees at the event leave the Hall quietly, without causing disturbance to Village residents;

- Ensuring that at an event where there is a seated event the capacity of 125 is not exceeded;

### The Hirer shall:

- Be solely responsible for, and indemnify the Committee against, all liabilities, claims and expenses, including any cost of any repairs or works required, as a result of damage to the Hall, its contents or any other property or persons within the Village, which may arise or occur as a direct or indirect result of any activity integral to, or associated with the hire or event and attendance by any persons at it;
- Comply with the Hall's Fire procedure (displayed in the entrance);
- Ensure that portable electric appliances brought for use in the hall have a current Portable Electrical Appliance (PAT) test certificate;
- Have a current child protection policy in place if the period of hire involves working directly with children or young people;
- Arrange furniture in accordance with the seating plan on the noticeboard;

### The Hirer shall not:

- Sub-hire the Hall;
- Allow the Hall to be used for any unlawful purpose or in any unlawful manner;
- Do anything or bring into the Hall anything which might endanger the any person in it, either at the time of hire, or subsequently;
- Allow the use of candles or naked lights except on celebration cakes;
- Bring into the Hall smoke generators, laser lights, fireworks, flammable materials/liquids or gas bottles;
- Provide or attempt to sell illegal substances;
- Provide or give alcohol to persons under the age of 18;
- Permit anyone to smoke inside the Hall or outside the entrance doors or close to the building structure;
- Use pins, blu-tac or similar for fitting anything to the walls, doors or curtains. Please use cork boards and picture rail;

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## Deposit

Where relevant the deposit must be paid before the hire.

However the Hirer must be aware of the following:

- Any damage or breakages must be reported to the Booking Secretary immediately at the end of the hire period;
- Any damage or work required to return the Hall or the equipment in the Hall or surrounding the Hall to its pre-hire condition will be charged to the Hirer.
- Furthermore the Committee reserve the right to pursue the Hirer for such monies and any costs, legal or otherwise, which will also be added to the cost of repairs or actions required.

## Booking procedure

- The Committee's agreement to hire the Hall to the Hirer for the required hire period and the receipt of the hire fee in full from the Hirer, will form a 'Contract of Hire' between both parties;
- The 'Terms of Hire' of the Hall will become contractually binding and must be observed by both parties at all times;

## Hall availability and access

- The Hirer may collect the keys to the Hall at the commencement of the hire period. Instructions for key collection will be sent to the hirer prior to the commencement of hire ;
- If the hire is adjoining an earlier hire then the Hirer may not enter the Hall until the previous hirer has finished their hire period;
- If the Hirer is unfamiliar with the Hall then a Hall visit may be arranged by prior arrangement with the Booking Secretary;

## End of hire period

The hirer shall be responsible for:

- Leaving the Hall and surrounding areas in a clean and tidy condition;
- Replacing any furniture or other items temporarily removed from their usual position;
- Removing all food items and refuse and disposing of it according to the procedures displayed in the Hall;

## End of hire period *continued.*

- Ensuring that all lights, ventilation systems, electrical items and taps are turned off.
- Closing and locking all doors and windows;
- Locking and securing the Hall

## Committee Rights

The Committee reserves the right to:

- Cancel the hire in the event of the Hall subsequently being required to be used as an Election Polling Station (the Committee shall then refund any monies already paid);
- Make a charge to the Hirer for reasons of damage, breakages, negligence, additional cleaning requirements;
- If the Hirer requires any clarification on any terms detailed within these 'Terms of Hire' they should speak to any member of the Committee.
- Booking of the Hall shall be deemed as acceptance of these 'Terms of Hire'.
  
- This document supersedes any 'Terms of Hire' or 'Terms and Conditions of Hire' that have been issued previously.