

BOOKING AGREEMENT

By proceeding with your booking you are deemed to have accepted the following terms and conditions for the hire of the hall.

TERMS & CONDITIONS OF HIRE

Agreements with the Trustees of Westley Waterless Village Hall ("the Village Hall") for the hire of Westley Waterless Village Hall or any part thereof ("the Premises") are subject to these Terms and Conditions of Hire ("the Hire Conditions"). A Trustee, or anyone nominated by a Trustee, may enter the hall, car park or garden at any time during a booking for the purpose of ensuring these terms and conditions are being properly observed. Any instructions given by such a person must be complied with

Undertaking of the Hirer

The Hirer undertakes to ensure that they have an understanding of the Hire Conditions for the time being in force

Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the entire period of hire to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licenses

Responsibility of the Hirer

The Hirer, who shall not be less than 18 years of age, shall be responsible during the entire period of hire for:-

- Being familiar with, and complying with, the guides provided for the use of the Village Hall
- Ensuring that the hall and its car park/perimeter is not entered prior to the time that it has been booked by the hirer and/or is exited no later than the end of the booking period.
- Observing the minimum period between separate bookings (15 minutes) to ensure all previous hirers have completely left the hall and car park without risk of double parking etc.(see below)
- Ensuring that the Premises are kept secure for the duration of the hire
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the Premises (this includes but is not limited to the hall, garden, car park, entrance, kitchen, kitchen appliances, tableware, cutlery, tables, chairs and toilets as appropriate) are left clean and tidy with all rubbish removed from the site at the end of the hire
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights and heating switched off with keys returned as agreed.
- Ensuring that any temporary decorations (e.g. bunting or banners) comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard.
- Ensuring that unimpeded access is constantly maintained within the hall to the main exit and fire exit, with no items blocking these exits outside the building (see below)

- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no animals (including birds), except assistance dogs are brought into the building, without written permission of the Village Hall on the occasion of a special event or hire agreed to by the Village Hall
- Ensuring that NO animals whatsoever enter the kitchen at any time
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought into the hall building, or adjacent to it. For the avoidance of doubt this includes candles
- Ensuring that they and their attendees recognise the fact that the Premises are situated in a quiet rural neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels
- Ensuring that the key safe code is not divulged to any other party who is not a hirer of the village hall without consent of the trustees (n/a at moment)

Fire Regulations

The Hirer shall:

- Ensure that the “Emergency Exit” signs are kept visible at all times.
- Ensure that the Fire Brigade is called without hesitation when a fire is detected, however slight. The address of the hall is Main St, Westley Waterless, Newmarket CB8 0RQ
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Places to the persons attending the event

No person may re-enter the Hall without the permission of the Fire Brigade

The Evacuation Meeting Place is The Car Park at the front of the building (people assembled should be warned against standing in the road).

Use of Premises

The Hirer shall not:-

- Use the hall after 23:30, or before 08:00 unless a dispensation is granted.
- sub-let or use the Premises for any purpose other than that described in their Booking Application
- use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
- permit the use of illegal drugs or any illicit substance within the hall, car park or garden
- allow smoking in the Premises or in the vicinity of the entrances
- enter the car park area or hall prior to the agreed time of hiring, nor leave any later than the time agreed. The minimum period between separate bookings is 30 minutes

Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. A refrigerator is provided on the premises

Car Parking

Vehicles are parked at owner's risk. The Trustees are not responsible for the security or safekeeping of any parked vehicles on the site

Premises Licence and other relevant legislation

If licenses are required in respect of any activity in the village hall the Hirer should ensure that they hold the relevant licence or the village hall holds it

The Hirer is responsible for:

Ensuring that alcohol may not be served to any person under the age of 18 years.

Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure

The Hirer shall ensure that the users:

- do not contravene the law relating to gaming, betting, and lotteries
- comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises
- A breach of this condition may lead to prosecution by the local authority

Compliance with legislation relating to children or vulnerable adults

The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. Child Protection Policies are the responsibility of the Hirer

Indemnity

The Hirer shall indemnify and keep indemnified each of the Trustees of the Village Hall and their employees, volunteers, agents and invitees against:

- the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises
- against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
- all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer
- As directed by the Village Hall, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents

Insurance

- The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment such as a bouncy castle (note – to be properly tethered and supervised at all times) or marquee onto the Premises has relevant and appropriate insurance, which shall include public liability insurance
- Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity)
- The village hall does have Public Liability Insurance, details of which will be supplied upon request

