

**Broadway Village Hall
Standard Conditions of Hire (Jan 2025)**

1. If the Hirer is in any doubt as to the meaning of the following, the Booking Secretary should be consulted immediately.
2. The Hirer's and/or the organisation's address must be within the local parishes of Broadway or Horton for the local rate charge to apply.
3. The Hirer will, during the period of hire, including preparation and cleaning time, be responsible for:
 - the supervision of the Premises
 - the fabric of the Premises and its contents
 - the behaviour of all persons using the Premises
 - the supervision of car parking arrangements – ensuring that there is no obstruction to the highway.
4. The Hirer may not be under 18 years of age.
5. The Hirer shall be on the Premises for the duration of the hire and will ensure that the conditions of the Public Entertainment Licence are properly observed.
6. The Hirer must be aided by a staff of attendants, aged 18 or over, at the ratio of 1 attendant per 200 persons or part thereof.
7. The Hirer will instruct all persons (whether paid or unpaid) to their duties in connection with:
 - safety precautions to be observed at the Premises.
 - location of fire extinguishers
 - the action to take in an emergency.
8. The Hirer shall take due precautions to ensure the safety of children while on the Premises in compliance with all relevant legislation.
9. The Hirer shall not sub-let the Premises in whole or part.
10. The Hirer shall not use the Premises for any unlawful activity or in any unlawful way.
11. The Hirer shall not allow the consumption of alcohol on the Premises without the prior written permission from Broadway Village Hall Management Committee ("the Committee")
12. The Hirer shall not allow any dangerous substances, materials or equipment to be introduced to the premises without the prior written permission from the Committee.
13. The Hirer shall perform a regular risk assessment of the suitability of the Premises for the hire and ensure that there is adequate insurance cover in place for all the Hirer's activities during the hire.
14. The Hirer shall be responsible for obtaining all licences needed for the hire and shall observe all licence conditions during the hire and will indemnify the Committee for any breach, non-observance or non-performance of any of the conditions.
15. The Hirer shall indemnify the Committee against the cost of repair or replacement of any property damaged during the period of the hire.
16. The Hirer may cancel the hire at any time up to seven days prior to the event. Notice of the cancellation must be given to the Booking Secretary.
17. The Hirer must pay the full charge amount for the hire at least seven days prior to the event to the Booking Secretary.
18. No refund of the deposit will be made in case of cancellation (if The Hall is required for polling purposes the Hirer will be entitled to a refund)
19. No refund of the charge of the hire will be made if the hire is cancelled within seven days of the event (in exceptional circumstances, the Committee may decide to waive this condition)
20. The Committee reserve the right to cancel any hiring at any time before the event and will not be responsible for any costs incurred by the Hirer.
21. If the Premises is rendered unfit for the hire, the Committee will not be liable for any costs or damage incurred by the Hirer.
22. Paper or other decorations may only be affixed to the fabric of the Premises by blue-tac and removed after use.
23. No electrical outlets are to be changed, lighting to be installed or candles used in or around the Premises.
24. Refer to separate notice in the hall foyer of the Premises with current limits imposed on capacities.
25. Bands, discos and audio equipment are permitted if the hirer undertakes to ensure that no noise nuisance occurs.
26. Dances and discos must be ticket only, tickets may be sold at the door.
27. No event shall be publicised in the local/national press or on the internet or radio or television without the prior written permission of the Committee.
28. Each event must finish by 12 midnight and the Hall cleaned and vacated by 00:30 (if more time is needed, please liaise with the Booking Secretary at the time of booking)
29. When charges include the use of the kitchen, no charge is made for reasonable preparation and cleaning time, provided that no clash with another booking occurs.
30. The Committee accepts no responsibility for loss or damage to any vehicle, contents or possessions.
31. The Hirer must ensure that no emergency exits are blocked by parked vehicles.
32. All applications for hire must state the precise purpose of the hire and the committee reserves the right to refuse any hire without giving reason.
33. The Committee or its representatives reserve the right to enter the Premises at any time.
34. The Hirer must carry out the instructions for closing the Premises after the completion of the hire period (these are displayed in the hall foyer in the Premises)
35. A deposit against damage or extra cleaning may be requested from the Hirer at the discretion of the Committee at any time.
36. No booking shall be accepted more than 12 months in advance, except at the discretion of the Committee (exceptions are usually made for important anniversaries, wedding functions and the like)
37. If a multi-date booking is made, the Committee reserve the right to vary charges during the times covered by the booking.