

SWARLAND VILLAGE HALL CHARITY (Charity No. 1058471)

CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of the following, please consult the Booking Secretary)

1. The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from danger however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. The Hirer is responsible for informing all persons of the other associated responsibilities of being a Hirer, including the procedure for evacuation of the premises in the event of a Fire or other catastrophe and they should be familiar with the Fire Prevention Guidelines and SVH Risk Assessments which are displayed on the Entrance Hall notice board. **It is illegal to smoke anywhere on the premises.**
3. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything nor bring on to the premises anything which may endanger the same or any insurance policies in the respect thereof.
4. The Hirer shall be responsible for obtaining licences that may be needed whether for the consumption of alcohol, or otherwise and for the observance of the same. The Hirer shall comply with all conditions and regulations made in respect of the Fire Authority, Local Authority, and Local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. Performances involving danger to the public shall not be given.
5. Children and young persons under 18 must be supervised in the Hall at all times. The Hirer shall be responsible for ensuring that safeguarding arrangements are in place, including DBS checks for staff and volunteers where necessary. (Ref: SVH Safeguarding Policy)
6. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof and to the contents of the building which may occur during the period of the hiring as a result of the hiring and any external equipment brought onto the premises.
7. At the end of each use, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced. All rubbish must be removed from the premises and taken away (**NOT** left outside).
8. **Special Conditions of Hire:**
 - **The Hirer, not being a person under 18 years of age**, shall be in charge of and on the licensed premises during the whole time of the Hire Period. The Hirer **must** have a Mobile Phone on site, for use in an Emergency. There must be a minimum of two persons, including the person in charge, over the age of 18 years, on duty in the premises when they are being used for public entertainments.
 - **Capacity - The number of people on the premises shall not exceed 120 for dancing or seated.** The Hirer must ensure that any request for extra chairs, tables or setting up of the Main Hall is included in the booking procedure.
 - **DOGS (other than Guide Dogs) are not allowed on the premises.**
 - **No internal decorations** of any nature shall be erected without the consent of the Management Committee.
 - **Highly flammable substances**, unauthorised heating appliances, naked lights or candles shall NOT be brought into nor used in any portion of the building at any time.

Failure to comply with any of these conditions may incur additional charges at the discretion of the Management Committee.

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HIRE AGREEMENT

THIS AGREEMENT is made between SWARLAND VILLAGE HALL MANAGEMENT COMMITTEE and the named Hirer (1) on the Date (2) below whereby in consideration of the sum(s) mentioned (3): the Committee agrees to permit the Hirer to use the premises for the purposes and for the period (4) as described below:

1.	Hirer Details:	Name:	
		Contact Tel. Number:	
		Email:	
		Address:	
2.	Date Of Hire:		

3.	Hire Fee: Each to include set-up and take-down time.	Regular User Booking (minimum of 10 sessions p/a)	£12/hour
		One-off Booking	£17/hour
		Commercial Booking	£22/hour
		Damage Waiver for One off & Commercial bookings - to be paid in advance with full / part refund following Premises assessment.	£25
<ul style="list-style-type: none"> The Hourly rate includes use of the whole premises (Main Hall and Kitchen). Payment to be made by BACS to Swarland Village Hall, Sort Code: 20-58-17, Account: 00576239. (Cash/Cheque payments by arrangement with the Treasurer) One-off and Commercial Bookings –Invoice will be sent prior to hire for advance payment. 			

4.	BOOKING INFORMATION		
	Period of Hire: (date and time - to include set-up & clearing away)		
	Purpose of Hire & Number of People Attending		
	Additional Information to support your Booking.		
<p>Please indicate: Any extra chairs required, if more than the 24 set out permanently and what tables are needed. If the Kitchen is to be used & for what purpose (refreshments (only) and/or serving hot food. If external equipment will be brought in e.g. 'Bouncy Castle' / Presentation equipment etc.</p>			

The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the Management Committee's Conditions of Hire.

Signed:	Dated:
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**Swarland Village Hall, Coast View, Swarland, Northumberland NE65 9JG.
What 3 Words location: relay.outbound.splits**