

**Flaunden Village Hall**  
Birch lane, Flaunden, HP3 0PP  
[www.flaunden.com](http://www.flaunden.com)

## STANDARD CONDITIONS OF HIRE

*If the Hirer is in any doubt as to the meaning of the following, the Hon Secretary should immediately be contacted.*

*For the purposes of these Conditions the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.*

1. THE HIRER will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage 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 shall ensure users of the hall are familiar with fire safety arrangements, including the location of emergency exits and of fire-fighting equipment, and shall provide a First Aid Kit for use in the event of an accident or personal injury. The HIRER shall inform the Hon Secretary of any accident and shall record the details of any accident in the Accident Report Book. (See also paragraphs 15 and 18 below on fire safety.)

3. THE HIRER shall bring to the hall such equipment as the HIRER deems necessary but which is not provided. For the avoidance of doubt, this includes drinking glasses and cleaning materials which are NOT provided, such as washing-up liquid and suitable non-corrosive cleaning fluids for the floor areas.

4. THE HIRER shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, shall not in any portion of the premises bring in or use explosives, shall not bring in or use any flammable substances, shall not erect any internal decorations of a combustible nature, and shall not undertake any firework or bonfire events; nor shall the HIRER do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. If using a bouncy castle or any land-based inflatable the HIRER shall ensure that it is supervised by responsible employees at all times when in use or inflated, that when outside the building it is firmly anchored with each anchor point signed or otherwise clearly marked and wrapped to prevent injury, that soft matting is used to cover areas where there is a risk of injury from falling from the inflatable, and that the bouncy castle is not used by children under 2 years old. If using a trampoline the HIRER shall ensure that it is supervised by responsible employees at all

times when in use, that it is fitted with adequate safety netting and that it is not used by more than one person at a time.

5. THE HIRER shall comply with all regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

6. THE HIRER shall be responsible for all such **licences** as may be needed for the sale or supply of intoxicating liquor or otherwise and for the observance of the same, including any licence(s) from the Performing Right Society, and from Phonographic Performance Limited that may be required in addition to the Licence from the Performing Right Society and from Phonographic Performance Limited already issued by those bodies to the Flaunden Village Hall. In engaging in and carrying out any licensable activities including performance of live or recorded music, of dance and of plays and exhibition of films or similar entertainment, THE HIRER shall do so only during the permitted hours stated in the Premises Licence, i.e: from 1200 to 2300 Mondays to Fridays, 1200 to 0000 Saturdays and 1200 to 2230 Sundays. (A summary of the Premises Licence is exhibited in the hall.) If proposing to sell alcoholic drinks, THE HIRER must first obtain a Temporary Event Notice from the Dacorum Borough Council.

7. THE HIRER shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.

8. THE HIRER shall indemnify the Management Committee against all claims, demands, actions or proceedings in respect of: the death or injury of any person or loss of or damage to property which shall occur during the period of hire or arising out of the hiring, unless caused directly by the negligence of the Management Committee, its agents or servants.

9. THE HIRER shall, if preparing, serving or selling food, observe all relevant food and hygiene legislation and regulations.

10. THE HIRER shall ensure that any electrical or other appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner. They should have undergone portable appliance testing (PAT).

11. 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 or the contents of the buildings which may occur during the period of the hiring and/or as a result of the hiring.

12. If THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the

question of the payment or the repayment of the fee shall be at the discretion of the Committee.

13. THE HIRER shall ensure the minimum of noise is made on arrival, on departure and during the event.

14. THE HIRER shall ensure that no animals and no dogs except assistance dogs are brought into the hall without the consent of the Management Committee.

15. THE HIRER shall, at the beginning of and during the whole period of the hiring, check the location and operating instructions of all the fire-fighting equipment, that all fire exits are unlocked and panic bolts are in good working order, and at the beginning and during the course of the hiring shall check that all escape routes are free of obstruction and can be safely used, that all fire doors are not wedged open, that exit signs are illuminated and that there are no obvious fire hazards on the premises.

16. A HIRER who wishes to use the sound system, should follow the instructions (provided inside the locked cabinet).

17. THE HIRER shall be responsible, at the end of the hiring, 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; otherwise the Committee may be at liberty to make an additional charge. The water supply must be turned off at the stopcock above the urinal in the gentlemen's toilet. The heating system thermostats must be set to 5 degrees Celsius to avoid unnecessary expense whilst acting as a precaution against frost. There are two thermostats in the main hall and one in each of the other rooms including kitchen and toilets. The switches for those heaters not controlled by thermostats (of which there are two in the main hall) should be turned off. The waste bins outside the hall are for non-food waste only. In the interests of hygiene any food waste must be removed by the HIRER.

18. THE HIRER shall call the Fire Brigade to any outbreak of fire however slight, and details shall be given to the Secretary of the Management Committee. The nearest public telephone is situated at a short distance from the hall: turn right from the main entrance, turn left at the crossroads, and the telephone box is 25 yards on the right.

19. THE HIRER shall not bring into, or use, any unauthorised heating appliances on the premises without the consent of the Management Committee.

20. THE COMMITTEE or its representative may at their discretion require a damage deposit to be paid in advance. The hirer will be informed at the time of booking if this is required, and the amount. This deposit is to be paid at the time of payment of the balance of hire charges. This deposit will be

refunded in full after the event either by a Flaunden Village Hall Fund cheque or bank transfer if no damage or loss or extra cleaning work is required after the event, and the terms of letting have been adhered to. Additionally further charges may be levied if necessary because of excessive damage done or additional work being needed which is not covered by the amount of the Damage Deposit paid.

The Damage Deposit may also not be returned if undue noise or other disturbances are caused by the hire, especially if complaints are received from third parties. In the event that Flaunden Village Hall committee members have to be called out to deal with a problem caused by the hirer or any person attending, the management committee may charge the hirer an additional fee for this.

21. THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a polling station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a refund of any deposit already paid.

22. THE COMMITTEE shall not be liable to the HIRER for any resulting loss or whatsoever, in the event of the premises being rendered unfit for the use for which it has been hired.

23. THE HIRER shall ensure that the provisions of all relevant legislation including the Children Act 1989, the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 are strictly observed in relation to all persons supervising children and children's activities on the premises.

24. THE HIRER shall ensure that the provisions of the Equality Act 2010 are observed in relation to groups and persons of diverse race, religion and gender.

**Approved by Flaunden Village Hall Management Committee**  
(constituted under Charities no 234611, Flaunden Village Hall Fund, and  
no 267056, New Village Hall)  
**To take effect from 20 APRIL 2016**