

**CONTRACT OF HIRE FOR WEST ASHTON VILLAGE HALL
(CHARITY NUMBER 305589)**

CANCELLATION

We will give a minimum 7 days notice (and much longer if we can) if it becomes necessary to cancel the booking. We will reimburse you of your fee and any deposit that has been paid we shall, however, not be liable for any further costs. The Committee reserves the right to charge a cancellation fee up to or equal to the full amount of the hire fee if the booking is cancelled by you less than 6 full weeks before the event date and the Hall cannot be re-let. The Committee does not accept any responsibility if it has to cancel the event at any time due to circumstances beyond its control that may affect the potential Health and or Safety of users. Any insurance required such as cancellation, event and liability cover is the responsibility of the Hirer. If you invite a third party into the hall please ensure that they have the relevant insurance(s). Please note that we do not allow confetti and make a surcharge of £10 if extra cleaning is required, due to its use.

CONDITIONS OF HIRE

Please note you are required to ensure that the following terms and conditions are adhered to at all times. The Hall must only be used for the purpose stated on the Contract. Only guide dogs are permitted in the Hall unless otherwise stated on the contract. Children in the Kitchen must be fully supervised by a responsible adult. Use of the cooker or any other appliance is not permitted unless otherwise stated in your contract. A deep fat fryer or any other additional cooking equipment is not permitted without prior approval. Any electrical equipment brought into the hall must be PAT tested and clearly labelled; multiple plug adaptors are not permitted only suitable extension leads. Naked flames are not permitted, with exception for small candles used to decorate a celebration cake. Confetti in any form is not permitted in the Hall or its outside area. Only the fixed heating provided can be used in any part of the Hall. Please do not fasten displays, decorations or notices to any walls glass or paintwork and especially do not use either sellotape or Blue Tack, a permanent display rail is fitted all round the Hall and hangers are available on request. There is a maximum number of guests including children of 115 (or 90 if seated) in the main Hall. A ratio of one adult per six children/minor(s) is a minimum requirement. Please note it is your responsibility to make sure that everybody is kept safe this includes when they are outside. The Hall has a £6 million Public Liability Policy. It provides cover against any fault in the equipment, premises or negligence by the committee. It does not cover for Commercial use or the misuse of any equipment, if you have a bouncy castle or similar, ie. a caterer, then it is entirely your responsibility to make sure that the appropriate insurance cover is provided. Commercial hirer(s) should have Public Liability Insurance to the minimum value of £2 million. The Committee reserves the right for a representative to enter the Hall at any time to ensure that the Terms and Conditions are being complied with. When leaving please ensure all lights, heaters and electrical appliances are switched off (unless otherwise indicated). All exterior doors must be locked and kitchen equipment, chairs, tables etc. put back where you found them. The Hall must be left as clean and tidy as you found it. The Committee reserves the right to impose an additional fee if the Hall is not left ready for the next Hirer. Please give consideration to the Hall's neighbours, especially after 11 pm. Please make yourself and your guests aware of the Hall's Fire and Evacuation procedures.

LEGAL CONDITIONS OF HIRE

You must undertake a risk assessment to cover your event and comply with the Hall's Health and Safety policy at all times (there is a copy in the porch with other detailed instructions). The committee does not accept any responsibility for any accident or injury to persons or vehicles. This includes anybody climbing on the walls, fencing or playing outside the hall in any form. All doors are designated Emergency Exits and must be kept clear from obstructions at all times. All accidents are to be entered into the Accident Book and if serious reported to a committee member as soon as possible. Any person handling or preparing food, cooked or uncooked, must comply with the relevant safety and hygiene regulations. Alcohol is not allowed to be sold on the premises except by Committee authorised bar staff, and if you provide your own alcohol then it must be entirely free and not part of any entrance fee. The playing of music is now covered by the Village Hall's licences, provided no entrance fee is charged. The Hirer must comply with the terms of the Children's Act. Hirers have a duty to safeguard vulnerable adults and must comply with the Hall's vulnerable adult policy. If you are hiring the hall specifically for vulnerable adults then you should confirm you have a written policy. Please familiarise yourself with the detailed instructions displayed in the porch and in the kitchen. It is your responsibility to ensure that everyone in the hall complies with these conditions of hire.