



( Registered Charity No: 514756)

## Standard Conditions of Hire

1. In respect of these Standard Conditions of Hire, the Hirer is deemed to be an individual hirer or, where the hirer is an organisation or company, the authorised representative of that organisation or company. The Hirer must be at least 21 years old. If the Hirer is in any doubt as to the meaning of the following, the Medbourne Village Hall Secretary or other Committee member should be consulted as soon as possible. Reference to the premises in the following means Medbourne Village Hall.
2. The Hirer shall be present throughout the period of the hiring and is responsible for (a) the supervision of the premises, the fabric and the contents including their care and safety from damage however slight, and (b) the behaviour of all persons using the premises whatever their capacity: including but not limited to ensuring the proper attention to car parking so as to avoid obstruction of the highway and nuisance to neighbours of Medbourne Village Hall and (c) The hirer must familiarise themselves with the fire procedure.
3. The Hirer shall not use the premises for any purposes other than that described in these Standard Conditions of Hire, and shall not sub-hire the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything or bring into the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof.
4. The hirer must check whether an Entertainment or other License is required for their event or activity. The hirer must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, lotteries or the sale of intoxicating liquor etc. If alcohol is to be sold during the time the hall is hired, this can only be done with prior agreement of the Medbourne Village Hall Committee in accordance with the licence that may be issued by Harborough District Council.
5. The Hirer shall, if preparing, serving or selling food, ensure that all relevant food health and hygiene legislation and regulations are complied with in respect thereof.
6. The Hirer shall ensure that all portable electrical appliances brought by them into the premises and used there shall have been tested (PAT) as safe, in good working order, and used in a safe manner.
7. The Hirer shall indemnify Medbourne Parish Council and the Medbourne Village Hall Committee against (a) the cost of repair for any accidental and / or malicious loss or damage and for loss or damage through negligence to any part of the premises or its contents, including the grounds and (b) all claims in respect to damage or loss of property or injury to persons as a result of the use of the premises (including the storage of equipment) by the Hirer.
8. The Hirer must report all accidents that involve injury to any person on the premises or as a result of the booking to a member of the Medbourne Village Hall Committee as soon as possible and complete the relevant section in the Village Hall's accident book located in the main entrance lobby. Any damage to or failure of equipment belonging to the Village Hall must also be reported as soon as possible to a member of the Medbourne Village Hall Committee.
9. The Hirer shall ensure that no birds or animals, except guide dogs, hearing dogs or assistance dogs are brought into the Village Hall unless express permission is given by the Medbourne Village Hall Committee for a special event. At no time shall birds or animals be permitted to enter the kitchen.

10. The Hirer shall ensure that procedures are in place at all times to safeguard any children or young people in accordance with the Children's Act 2004 and adults at risk in accordance with the Care Act 2014. Children under the age of 16 years must be accompanied and supervised by a responsible adult at all times when using the premises.
11. Use of the Kitchen and Equipment is at the hirer's risk and it is expected that all reasonable safety precautions are taken.. Children should be supervised at all times.
12. Medbourne Village Hall Committee reserves the right to cancel any booking in the event that the Village Hall is required for any use the Medbourne Village Hall Committee (in its sole discretion) deems to be exceptional, including but not limited to use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer will be entitled to a full refund of the amount paid to Medbourne Village Hall as shown on the Booking Form.
13. In the event of the premises being rendered unfit for the use for which it has been hired, Medbourne Parish Council and the Medbourne Village Hall Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
14. The Hirer shall ensure that the 'No Smoking' policy in the Village Hall is upheld at all times.
15. The Hirer shall ensure that no more than the maximum permitted numbers of people occupy the Village Hall during the event. They are as follows:  
  
Seated at tables: 80  
Standing: 120
16. If the hall is extended by adding a marquee, the maximum number of people permitted is as specified by the approved marquee supplier.
17. The use of fireworks and candles anywhere on the premises or within the grounds is strictly forbidden [unless prior agreement is given by the Medbourne Village Hall Committee] and barbecues are not normally allowed.
18. **Bouncy Castles and other inflatable devices are strictly prohibited inside the Hall and anywhere within the grounds.**
19. The Hirer shall ensure that the event finishes promptly by the time as stated on the Booking Form. The Hirer shall ensure that for events held in the evening, the hall is vacated before midnight unless prior agreement is given by the Medbourne Village Hall Committee.
20. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed, and any contents temporarily removed from their usual positions properly replaced otherwise the Medbourne Village Hall Committee will be at liberty to make an additional charge.
21. The preferred method of payment of hire charges is by electronic bank transfer or otherwise by cheque. Cash will only be accepted in exceptional circumstances. To secure a discounted rate for multiple bookings of six or more sessions, full payment is required in advance. Hire fees are to be paid once the booking has been confirmed. Requested bookings will remain provisional on the calendar until the hire fee has been paid at which time the booking is confirmed.
22. Refunds for cancellation: 100% if notified at least 14 days before the booking date; 50% if cancelled 7-14 days before the booking date; no refund if less than 7 days before the booking date.
23. The Hirer shall ensure compliance with the terms and conditions of a Premises Licence if granted by Harborough District Council, at all times during the period of hire. [See 4 above ]
24. This Hiring Agreement constitutes permission only to use the premises and facilities as agreed and confers no tenancy or other right of occupation on the Hirer.

**PLEASE REMOVE ALL RUBBISH FROM THE VILLAGE HALL AND GROUNDS.**

When committing to the booking, the Hirer acknowledges an understanding of the Standard Conditions of Hire that form part of the Hiring Agreement, and agrees to perform the provisions and stipulations contained or referred to in these Standard Conditions of Hire.

updated March 2023