



HIRE CONDITIONS

When you hire Oakridge Village Hall (hereafter “the Hall”), you enter into a contract with us, the Oakridge Village Hall Trustees (hereafter “the Trustees”, “we”, “us” and “our”), which makes you responsible for the safety and behaviour of the people who use the Hall with you, and for the Hall and its equipment.

Therefore, when you sign the Hire Agreement you agree:

Safety

1. That you are responsible for the safety of everyone using Oakridge Village Hall with you and that you will reduce risks, particularly from fire, to as low as reasonably practicable.
2. Not to do anything, or bring anything into the Hall or its grounds, that may damage or endanger them or the people using them.
3. To ensure that no more than 150 people are allowed in the Hall building at any one time.
4. To ensure that all emergency exits are kept unobstructed and unlocked and that all escape routes are immediately available for exit.
5. To ensure that all electrical equipment brought into the Hall or its grounds is in good working order, used in a safe manner, fused in accordance with the manufacturer’s recommendations and that temporary cables laid across the floor do not create a trip hazard.
6. That if you hire the Hall’s audio-visual (AV) equipment, you will nominate an individual to be solely responsible for operating the equipment safely and keeping it secure. Before using the equipment that individual must:
 - a. receive training from a Trustee
 - b. read and follow the relevant instructions
7. Not to allow candles or anything else with a naked flame, other than tea lights in heavy containers, to be used in the Hall; not to allow any naked flames, including tea lights, to be present when hay bales or any other readily flammable items have been brought into the Hall.
8. To observe all relevant food health and hygiene legislation and regulations if you are preparing, serving or selling food.
9. To record any accident in the Accident Book, kept by the meter box, next to the First Aid box on the windowsill.

Licence compliance and ending times

10. We have a Premises Licence authorising entertainment and the sale of alcohol. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to take out and give notice of a TEN. The conditions of this Licence are available on request.
11. That, if you sell alcohol, you accept responsibility for ensuring that the following conditions are met: *Knowingly allowing these conditions to be breached could lead to prosecution*
 - a. you must not sell or supply alcohol to anyone under 18 years of age (maximum fine on conviction is £5000), except that young people aged 16 and 17 can consume beer, cider or wine when seated at a full meal with an adult
 - b. before alcohol is sold to anyone who appears to be under the age of 25, their age shall be confirmed by photographic ID (Passport, Photo Driving Licence or Validate card) and the sale shall not be made unless ID is produced.
 - c. you must not knowingly sell alcohol to any person who is drunk or for a drunken person’s consumption
 - d. you do not allow drunk and disorderly behaviour

- e. no alcohol will be sold before 0900 and after midnight unless we have consented to a later time when you booked the Hall
 - f. no alcohol purchased in Oakridge Village Hall will be consumed by anyone outside the Hall
 - g. the Hirer (or designated deputy) must be at the Oakridge Village Hall at all times that the alcohol is sold and consumed
 - h. alcohol is defined as any drink with 0.5% of alcohol by volume. This includes all 'low alcohol drinks'
 - i. you must take account of the Licensing Objectives under the Licensing Act which are :
 - Prevention of Crime and Disorder
 - Prevention of Public Nuisance
 - Public Safety
 - Protection of Children
12. Only to show films which are covered by the Motion Picture Licensing Company umbrella licence.
 13. Not to allow people under the appropriate age to be present when films classified 12A, 15 or 18 are shown. ID must requested if in any doubt (see Licensing Information).
 14. To stop all music at midnight unless we have consented to a later time when you booked the Hall.
 15. To leave and secure the premises by midnight, unless we consented to a later time when you booked the Hall (cleaning may be done the following morning by prior arrangement with us).
 16. Not to use the Hall for any purpose that you did not include when you completed the Booking Form.
 17. You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
 18. Public safety compliance
 - a. You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.
 - b. You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

WiFi Services

19. When using the WiFi service you agree at all times to be bound by the provisions in our Wi-Fi Service Terms (available on request).

Supervision

20. To be responsible for supervision of the Hall, including its grounds, and for preventing damage, however minor, to the fabric, equipment and contents.
21. To be responsible for the behaviour of everyone using the Hall, including avoidance of unreasonable noise; in case of dispute we will be the arbiters or what is "unreasonable".
22. That you, or someone you nominate at the time of your hire application, will be present at the Hall during the entire hire period when the Hall is occupied.
23. Children must be accompanied by a responsible adult at all times.
24. To be responsible for proper supervision of car parking to avoid obstruction of the highway.
25. Not to sublet the Hall.
26. Not to use the Hall for any unlawful purpose.
27. Not to allow any animals other than Guide Dogs to be brought into the Hall.
28. You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the

Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Damage

29. To pay for the cost of repairing any damage done to the Hall or its contents, or to the grounds during or resulting from your hire.
30. To indemnify us against any claims that may arise from any cause from your use of the Hall, including loss of or damage to property and personal injury.

Clearing Up

31. To take all rubbish away with you – the Local Authority does not collect rubbish from Oakridge Village Hall.
32. To leave the Hall and grounds in a clean and tidy condition and to:
 - a. wash all crockery, cutlery and glasses you have used and return to where you found them
 - b. drain the dishwasher and clean the filter (see instructions on the wall)
 - c. return tables and chairs to the storage areas
 - d. sweep the floors and clean the kitchen surfaces (if you used the kitchen)
 - e. check and clear all toilet wastebins
 - f. remove any sticky patches on walls and floor and if there have been spillages on the floor, with small amounts of water (to avoid damage to the floor sealant)
 - g. turn off all lights and taps
 - h. properly lock and secure the hall
33. To have booked enough time to clear and clean the Hall, and if necessary, the grounds.

Cancellation

34. That we reserve the right to cancel your booking if we have reason to believe that it would result in a breach of licensing conditions, or other legal requirements, or that unlawful or unsuitable activity would take place.
35. That we will not be liable to you if the Hall is temporarily closed or your hiring be interrupted or cancelled. due to any breakdown of equipment (including the heating system), failure of supply of electricity or water, leakage of water, malfunction of the sewage system, fire, government restrictions or Act of God
36. We may have to cancel your booking if the Hall is required for use as a Polling Station for a Parliamentary or Local Government election. If we have to do this then we will refund any fees already paid.
37. If prior to your hire something happens to make the Hall unfit for your use then we will cancel your booking and refund any fees already paid, but we will not be liable to you for any loss or damage you may suffer as a result of the cancellation.

Payment

38. To pay all charges by 14 days from invoice date. Failure to pay on time may result in cancellation of future bookings.

Insurance

39. To arrange appropriate insurance if you consider it necessary
 - a. the Trustees purchase insurance for accidents resulting from our management and upkeep of the Hall and its grounds. This insurance includes public liability cover of up to a limit of £1,000,000 for individuals or groups hiring the Hall provided that:

- i. No insurance is held elsewhere
 - ii. The activities are non-commercial and no individual makes or intends to make a profit for themselves; this includes fundraising for charities
 - iii. The activities are of benefit to the local community; this benefit can be social or educational
 - b. business or commercial hirers must always arrange their own insurance.
40. The Trustees' insurance does NOT cover the use of BOUNCY CASTLES /SLIDES by hirers when you hire our Hall. If you wish to have one YOU MUST MAKE APPROPRIATE INSURANCE arrangements yourself and let us see these at least 5 days before the event.

Consideration of Neighbours

- 41. Due consideration of our neighbours is essential when vacating the Hall, particularly late at night. Please ensure your event attendees leave the premises promptly and as quietly as possible.
- 42. All doors and windows to the Hall must be closed after 11.00pm, except for access, to minimise noise disturbance.
- 43. Smoking is not allowed in the Hall, and should be restricted to the patio area or playing field.
- 44. A Complaints Log to detail complaints received in relation to noise nuisance and anti-social behaviour is kept in the folder on the window sill by the meter cupboard.

IF YOU HAVE ANY DOUBT ABOUT THE MEANING OF THESE HIRE CONDITIONS, PLEASE CONTACT THE BOOKING SECRETARY

OAKRIDGE VILLAGE HALL TRUST – Key Officials

Bookings; John Loosley, Stonehatch, Oakridge Lynch. Tel; 01285 760460
Chairman; Paul Timms, Croft's Hill, Oakridge Lynch. Tel; 01285 760397
Treasurer; Chris Stoker, Cherry Blossom Cottage, Oakridge Lynch. Tel; 01285 760837
Secretary; Chris Gregg, Spring Hollow, Oakridge Lynch. Tel; 0777 5624318