

Polruan Village Hall

Conditions of Hire



STANDARD CONDITIONS OF HIRE APPLICABLE TO ALL BOOKINGS – POLRUAN VILLAGE HALL.

1. The dates and times of hiring the Hall specified on the Booking Form will be strictly adhered to by the Hirer.
2. One key for the Hall will be supplied to the Hirer, to be returned to the Village Hall Committee by the 'end' time of the hiring period specified overleaf. The Hirer will be responsible for the key in the period within their control and not to part with control of key during the period of hiring. Should the key be lost, the Hirer will be responsible for the cost of replacing the key, or replacing the lock with the required number of keys at the discretion of the Committee.
3. The Hirer will, during the period of hiring, be responsible for 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.
4. The Hirer shall indemnify the Committee for the cost of the repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. A deposit cheque for £50 will be required to confirm the booking. This should be a separate cheque which would be returned or destroyed after the Event, unless subject to any charges for breakages or damage to property.
5. At the end of the hiring, the Hirer shall be responsible for leaving the premises and its surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions shall be properly replaced, otherwise the Committee shall be at liberty to make an additional charge. If in the opinion of the responsible person authorised by the Committee the Hall is not left in a satisfactory condition the Hirer will be responsible for any charges occasioned by the Committee in bringing the Hall back to its proper condition. Wherever practical the responsible person will consult with the Hirer prior to any work actually being carried out to give the Hirer the opportunity of carrying out the work him/herself to the Committee's satisfaction. If you have rubbish that does not fit or is not suitable for placing in the external wheelie bin, or is Commercial waste, please take it home with you.
6. Any item brought in/on to the Hall premises by the Hirer is to be at their own risk for Insurance purposes (and will not be covered by the Village Hall Insurance) and to be removed by the 'end' time of the hiring period specified.
7. The hire charge for the premises will include the cost of electricity for the standard lighting provided in the Hall. Electricity for heating etc. (through the Power points) will be the responsibility of the Hirer who will pay for same through the cash pre-payment meters fitted in the premises
8.
 - a. The Hirer shall be responsible for obtaining any licenses which may be necessary for their proposed usage of the Hall and for the observance of same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority and the Local Magistrate's Court or otherwise.
 - b. Notwithstanding the foregoing, the Committee hold (1) Public Entertainments Licence (2) Stage Play Licence (3) Performing Rights Society Licence. It is however the Hirer's responsibility for checking whether these apply to the hiring in question or if special alternative approval is required. (Information on licences held are available from the Booking Secretary and copies of the same are also exhibited in the Hall).
 - c. The Hirer will be responsible for compliance with the terms of the Committee's licences or special licence obtained, particularly with regard to the numbers of Occupants specified on the licences. (Number of Occupants are the total number of persons on the premises NOT the number of the 'audience').
9. The Hirer shall not sublet or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission. The responsible person authorised by the Committee is to have the right to enter in/on/about the premises during the period of hiring specified in order to ascertain that the conditions of hiring are being adhered to.
10. The Hirer shall ensure that any activities for children under 8 years should comply with the Childrens Act 1989 and any subsequent legislation. Similarly any activities that involve vulnerable individuals should comply with the Vulnerable Groups Act 2006 and any subsequent legislation. Where applicable the Hirer shall provide, on request from the Village Hall Management Committee, a copy of their CRB check and any Child Protection Policy.
11. In any hiring of the premises for the purpose of a sale/dance/performance etc. where the General Public will be admitted for a fee, such sale of tickets by the Hirer must be on the basis that "Right of Admission is reserved".
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 repayment of the fee shall be at the discretion of the Committee.

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13. The Committee reserve the right to cancel this hiring in the event of the Hall being required for use as a Local Emergency Accommodation Centre, or 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/rent already paid only.
14. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
15. Where any Special Condition noted on the Booking Form is in contradiction to any of the above conditions the Special Condition shall take precedence.
16. The Committee reserves the right to cancel this hiring or alter any of the conditions/particulars of same at their absolute discretion. In the case of cancellation the Hirer will be entitled to a full refund of any deposit/rent already paid only. In the case of alteration the Hirer will be informed of the proposed alteration and have the opportunity of accepting the revision or cancelling the booking to receive a full refund only.

STANDARD SPECIAL CONDITIONS OF HIRE APPLICABLE TO REGULAR BOOKINGS

1. No booking can be made to cover a session more than 12 months in advance
2. The fee 'per session' specified above shall be valid for the whole period of the booking except where the cost of an item provided by the Committee is increased in cost to the Committee where it shall be permissible for them to pass such increase on to the Hirer, subject to one week's notice of the same. The Hirer to have the opportunity of cancelling the remainder of the booking if such increase is not agreed to.
3. If an occasion shall arise, it shall be within the power of the Committee to cancel any session booked by the Hirer, on the giving of 7 days minimum notice should the Committee decide is in the best interest of the Community (including purely on financial grounds) that a booking, from another person / Organisation covering the period of any session specified, should be taken.
4. Items permitted to be left on the premises at all times are as detailed in this Agreement. Such noting must be of sufficient detail to clearly identify Items. Examples:
 - a. Theatre Club - Flats under Stage; Costumes & Props etc within locked roof store area; Lighting console; etc.
 - b. Kids Klub, (including Youth Club and Holiday Club) - Various contents of locked Store adjacent to the main hall, and storage facility in mezzanine area.