

TERMS & CONDITIONS OF HIRE

For the purpose of these conditions, the term CHVA shall mean the Carrington Village Hall Association. For the purpose of these conditions, the term hirer shall mean an individual hirer, or, where the hirer is an organisation, the authorised representative as listed in the Application for Use/Hire. Hirers are asked to respect the facilities provided by the Hall. This is a community owned venue which is a valuable resource in our community maintained by volunteers.

General Terms and Conditions

1. Full payment should be paid as agreed with CVHA.

The full hire cost should be made within 72 hours for children's party bookings. Please note that bookings will be released after this time if this has not been paid. A full refund is available should the hirer decide to cancel within 7 days of the event date, a 50% refund will be issued if cancellation is made between 7 days and 48 hours before the event. No refund will be issued if the hirer cancels 48 hours or less before the event unless in the case of exceptional circumstances. CVHA reserves the right to decide what is meant by exceptional circumstance. All cancellations are to be made in writing.

2. An Agreed deposit is required for all private events. If the hall is not left in an acceptable state, in accordance with these Terms and Conditions, deductions will be made before the deposit is returned.

3. Please familiarise yourself and the members of your group with the Fire Regulations and Precautions in the building. Ensuring no one climbs on the block walls surrounding the building at any point. Also care must be taken when parking to ensure cars do not drive into the car park wall which is clearly marked. Be aware there is a small river running opposite the hall and it is the hirers responsibility to make sure no one reverses into it and makes sure children are not allowed near it. The stage is raised high for performers, not for jumping off, so be sure people are careful around this. CVHA are not responsible for any outcome if these rules are ignored.

4. Notices detailing fire action and evacuation procedures are displayed in the hall. A representative of CVHA will advise you of the nearest fire evacuation points. The back and side door need to be unlocked during the hiring time, and locked as you leave.

5. The booking duration is inclusive of set up and cleaning. You will be granted access at the start of the booking and be expected to be ready to depart on time, CVHA reserves the right to charge any overrun at an hourly rate.

6. Please leave the premises as you would wish to find them by clearing away equipment, sweeping the floor and cleaning down any tables and chairs – you will be provided with the materials to do this. CVHA reserves the right to charge a cleaning fee should this not be completed.

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7. All rubbish and litter remain the responsibility of the hirer and should be removed from the premises at the end of the hire duration.
8. To protect and preserve the floor in the main hall only indoor soft soled, non-marking shoes should be worn.
9. If the hirer is bringing in outside companies, for instance a bouncy castle, signing this agreement confirms they take responsibility and liability in ensuring the safe use of the equipment and that CVHA has agreed that the company's insurance is in order.
10. Ensure that no animals (including birds), except assist animals are brought into the building, without prior permission of CVHA.
11. Ensure that NO animals whatsoever enter the kitchen at any time.

Specific Terms and Conditions

1. Acting accordingly - Recognising the fact that the premises are situated in a residential neighbourhood. For example, taking care not to slam doors, especially late at night, and not playing music or making other sounds at inappropriate levels.

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 and the behaviour of all persons using the premises, whatever their capacity.

2. The hirer must report all accidents involving injury to the public to CVHA as soon as possible, and complete the relevant section in the Village Hall's Accident Book which is kept in the kitchen to the left on the worksurface. The hirer shall ensure that the appropriate medical assistance is sought, or an ambulance called.

3. Hirers will ensure there is one responsible adult to every 10 children. The hirer is responsible for the adequate supervision of children at all times including their entry and exit to the building.

4. The hirer shall not use the premises for any purpose other than that described in the hiring agreement.

5. If agreed the hirer shall be responsible for obtaining such licences as may be needed whether for the sale or the supply of alcoholic beverages or for the performance of entertainment and/or other such activities for which authorisation is required.

6. If activities involve the supervision of children or other vulnerable persons, it is the responsibility of the hirer to ensure that all requirements of Disclosure Scotland PVG

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Scheme are complied with, have a current Child Protection Policy and appropriate insurance in place. It is imperative that there are an adequate number of adults in attendance to supervise children effectively following guidelines laid down by the Care Commission.

7. The hirer shall indemnify CVHA for the cost of repair of any damage done to any part of the property or the contents of the building which may occur during the period of hiring, as a result of the hiring. The introduction of any additional structure, electrical equipment decorations or poster by the lessees, shall be subject to the approval of the CVHA.

8. CVHA or their representatives shall not, under any circumstances, be responsible for the loss or damage to goods, property, or personal effects on the premises. It is recommended that each group using the premises make their own arrangements for the safekeeping of valuables.

9. Vehicles are parked at their own risk. CVHA or their representatives shall not, under any circumstances, be responsible for any damage or loss of personal belongings.

10. No claim for damages shall lie against the CVHA or its representatives for the failure of the lessees to obtain occupancy to the premises arising from any cause not under the control of CVHA

11. CVHA reserve the right to refuse or cancel the let. (In such cases, the lessee will be given notice of cancellation as early as possible). Sub-letting is strictly forbidden.

12. CVHA is empowered to close the doors against further admission when considered necessary for the maintenance of order and for safety or for any other reason. The person in charge may also terminate a let for the same reasons.

13. CVHA or their representatives will determine a maximum number of people allowed at any function. The number of people permitted being subject to safety and fire regulations in force at the time.

14. In accordance with the law, No Vaping/Smoking is permitted anywhere on the premises. Cigarettes must be disposed put out in the sand bucket provided, butts ends flicked about the car park is seen as dangerous and disrespectful.

15. In accordance with law, the hirer shall not allow use of drugs on the Premises.

16. If the hirer is given keys and have permission to open and close down the Hall for the event. Every check must be completed to ensure the hall is safe and secure when it is closed up. Any charges that occur because these checks have not been completed will be charged to the hirer.

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17. Ensuring that any temporary fittings or fixtures comply with health and safety guidance. In particular, ensuring that any decorations used are not a fire hazard.

18. No helium balloons are allowed in the premises at all. These can float to the ceiling and get stuck. They become a major fire hazard. Full deposit will be taken as payment to remove these plus any further charges that may occur to remove these.

19. Ensuring that any equipment or electrical appliances brought onto the premises and used shall be certified safe and in good working order, and used in a safe manner.

Access & Equipment

1. Hire of any room or part of the main building does not assume access to any other part of the building. Access arrangements will be noted in booking confirmation.

2. Equipment: detail of resources which can be offered will be noted at confirmation of booking. CVHA will agree on confirmation of booking prior to date of use.

Terms and Conditions of Hire with Safety Instructors & User Guide

If the Hirer is in any doubt as to the meaning of the following, a representative from CVHA should be immediately consulted.

The hirer will, during the hours of hire, will be responsible for the supervision of the equipment, it's care, safety from damage however slight of any sort, and the behaviour of all persons of all ages using, the equipment whatever their capacity, including proper supervision of children.

The hirer will be advised by CVHA prior to use. If CVHA is concerned for safety or breach of these terms, the activity will be withdrawn. The hirer shall not use the equipment for any purpose other than that described in the hiring agreement and shall not sub-hire or use the equipment or allow the equipment to be used for any unlawful purpose or in any unlawful way.

The hirer shall be deemed to have inspected the equipment and to have agreed that it is offered in good condition unless they bring it to the attention of CVHA when it is set up.

I the hirer agrees to these terms and conditions. Signed _____

Date _____ Print name _____

CVHA representative signature. _____ Deposit Paid £ _____

Fee terms _____