



# PILSLEY VILLAGE HALL C.I.O.

(Registered Charity No. 1170654)

## Terms and Conditions of Hire

Please ensure that you read the **Fire Procedures** and the **Terms & Conditions of Hire** before making your booking.

**I have read, understood and signed The Terms & Conditions of Hire and will ensure the hall is left clean and tidy, ready for the next hirer.**  Please Tick

This agreement is made between the **Pilsley Village Hall Management Committee** and the **Hirer**, whereby the **Pilsley Village Hall Management Committee** agrees to permit the Hirer use of the premises for the purpose and periods set out below.

**HIRER**

Name (s): \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

**PREMISES TO BE HIRED**

Main Hall:  Kitchen:

Meeting Room:  Bar:

**REASON FOR HIRE**

\_\_\_\_\_

**PERIOD OF HIRE**

Date: \_\_\_\_\_

Hours: \_\_\_\_\_ to \_\_\_\_\_ \* This MUST include time to set up and tidy away \*

**FEES**

Hiring Fees: £ \_\_\_\_\_

Less Deposit: £ \_\_\_\_\_

Balance Due: £ \_\_\_\_\_ Payable By: \_\_\_\_\_

I, the **Hirer**, confirm that I shall be in attendance at all times throughout the period of hire and shall be responsible for ensuring that the terms and condition of this agreement are complied with, and for making sure good order and decent behaviour is maintained on the premises.

<b>SIGNED:</b>	_____	<b>HIRER(S)</b>
<b>NAME:</b>	_____	<b>DATE:</b> _____
<b>SIGNED:</b>	_____	<b>PVHMC REPRESENTATIVE</b>
<b>NAME:</b>	_____	<b>DATE:</b> _____

Please return this form in one of the following ways:

- Print off the form and post it to Helen Ullathorne, 29 Park House Road, Lower Pilsley, Chesterfield S45 8DG
- Attach the completed form to an email addressed to [contact@pilsleyvillagehall.org](mailto:contact@pilsleyvillagehall.org)
- Complete the form on line and click the submit button

## PILSLEY VILLAGE HALL HIRE -

### Terms & Conditions

- Charges for hire shall be set by PVHMC. PVHMC reserves the right to adjust charges after 28 day's notice has been given
- Hire is not available to persons under 18 years of age
- The Hall is available for hire between 9am and midnight Monday to Saturday, and from 10am until 10ap on Sunday. However, these hours may be subject to variation according to public license restrictions and the nature of the hire
- All bookings are provisional until the full payment or a 50% deposit has been received by PVHMC. The balance of any outstanding hire cost shall be paid before or on the date of hire. Failing this, the hire may be declared null and void and any monies paid as a deposit may be retained by PVHMC as compensation for loss of business
- A paper copy of the hire agreement must be either sent to the secretary or handed to a member of the PVHMC on the day of the event**
- PVHMC reserves the right to refuse hire to any party without explanation
- The licensed capacity of the hall, or part thereof, shall not be exceeded. In the interest of health and safety the HIRER shall supply, on demand, a record of the number of persons in attendance. For the Main Hall, the number of people shall not exceed 200, or 100 for close seating. For the Meetings Room, the number shall not exceed 20.
- PVHMC reserves the right of admission for one or two members of PVHMC to any function and for any period
- The HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire, use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger or render invalid any insurance policies, including contravention of the laws relating to gaming, betting and lotteries

### Cancellations

- If the HIRER wishes to cancel a booking a minimum of 14 days' notice to PVHMC is required. If a cancellation is made less than 2 weeks before the hire of the hall up to 50% of the hiring fee may be charged. Should PVHMC be unable to secure a replacement booking then the repayment of the booking fee shall be at the discretion of PVHMC
- PVHMC reserves the right to cancel the hiring of the premises in the event of the premises being required for electoral purposes ie Polling Station for Parliamentary or Local Government Elections, in which case the Hirer will be entitled to a full refund of the monies paid
- In the event of the premises being rendered unfit for the use for which it has been hired, PVHMC accepts no responsibility for any loss to the hirer which may be sustained by such cancellation and no claim for compensation will be considered

### Fire Safety

- The HIRER must nominate a competent person to take charge in case of fire, to ensure that all persons at the premises can escape unimpeded from the premises through the Fire Exits and to assemble in the car park or other nominated assembly area. Fire doors **MUST** remain unobstructed at all times
- The HIRER shall be responsible for ensuring that they are familiar with the exact location of all the exits and fire extinguishers, and for ensuring that all means of exit from the premises are kept free from obstruction
- In the event of fire, the HIRER shall be responsible for calling 999 and asking for the Fire Service immediately, giving the address as Pilsley Village Hall, Pear Tree Road, Pilsley S45 8HU and following the Fire Procedures attached to this form. The HIRER must also ensure that the Booking Secretary is advised straightaway following such an incident
- Highly flammable substances and items, eg. Gas cylinders, fireworks etc., shall not be brought into or used in any part of the premises
- No internal decorations of a combustible nature, eg. Polystyrene, cotton wool etc., shall be erected without the consent of PVHMC
- No unauthorised heating appliances shall be used on the premises without prior consent of PVHMC

### Accidents

- PVHMC accepts no liability for accidents that happen during the period of hire
- The HIRER shall be responsible for ensuring that in the event of a major accident, the Ambulance Services are called immediately. The HIRER must also ensure that the Booking Secretary is advised straightaway following such an incident
- The HIRER must report all accidents involving injury to members of the public to the Booking Secretary as soon as possible

### Smoking

- PVHMC has a strict **no smoking policy** and it is the responsibility of the HIRER to ensure that this is upheld at all times

### Consumption of Alcohol

- Where there is a licensed bar in operation, the HIRER shall be responsible for ensuring that guests (including the HIRER) are refrained from bringing their own drinks (alcoholic and non-alcoholic) onto the premises. All drinks must be purchased at the bar. If anyone is found to be consuming their own drinks, the bar will be closed and the function will be closed immediately
- Although the Hall is licensed for the consumption of alcohol, the HIRER shall be required to provide the PVHMC **with three weeks notice** prior to the booking so that appropriate arrangements can be made
- The HIRER shall be responsible for the observance of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority and the local Magistrates Courts

**At the end of the period of hire, the HIRER shall be responsible for leaving the premises and the surrounding grounds in a clean and tidy condition and any contents temporarily removed should be properly replaced, otherwise the HIRER may incur additional charges**

- PVHMC reserves the right, in respect of stored equipment and subsequent failure of the HIRER either to pay any storage charges due or to remove the same within seven days after the hire period has ended to dispose of any such items by sale or otherwise as it sees fit

**The HIRER shall be responsible for putting away all tables and chairs, having been wiped over, to their locations. Any rubbish must be bagged in placed in the wheelie bin in the car park. Broken glass must be wrapped before disposal. No liquids to be emptied into the bin**

- Decorations such as balloons and banners may only be attached using blu-tac. Pins or adhesive tape are not to be used
- The HIRER shall be responsible for ensuring that any electrical equipment brought onto the premises by the HIRER, or on behalf of the HIRER, such as music players, disco equipment etc. is PAT certified

### Noise Levels

- The HIRER shall be responsible for ensuring that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. Car doors banging, music and loud talking in the carparks disturbs local residents**
- During events involving amplified music or speech, the HIRER shall be responsible for ensuring that all windows and doors to the premises are kept closed, and that the HIRER undertakes regular checks during the period of hire to ensure that the level of sound outside the premises is kept within acceptable levels**
- The HIRER is responsible for ensuring that **all music STOPS by no later than 23:45 hrs** and that **the building is cleared by 00:15 hrs**

### Children/Vulnerable Persons

- The HIRER shall ensure that all events involving children and/or vulnerable persons have a suitable Child and Vulnerable Persons Policy in place prior to the event to ensure that all relevant guidance and regulations are complied with
- The HIRER shall be aware that there are no barriers at the edges of the stage and that **the stage is out of bounds to unsupervised children**
- The HIRER needs to be aware that unless the whole premises are booked, communal areas may be shared with other hirers and appropriate supervision will need to be provided
- The HIRER shall ensure that any activities for children under 8 years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons who have passed the appropriate DBS checks, have access to the children. Checks may also apply where children over 8 or vulnerable adults are taking part in activities. **The HIRER shall provide PVHMC with a copy of their Child Protection Policy on request**
- The HIRER shall ensure that no animals except guide dogs are brought onto the premises, other than for a special event agreed on in advance by PVHMC. No animals whatsoever are allowed in the kitchen area at any time

### Sale of Goods

- The HIRER shall, if selling goods on the premises, comply with the Consumer Rights Act 2015 and any code of practice used in connection with such sales

**Pilsley Village Hall Management Committee (PVHMC) reserves the right to change these Terms & Conditions at their discretion.**

**PLEASE TICK THE BOX TO CONFIRM THAT YOU HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS**

SIGNED.....  
DATE.....

