

# Brimpton Village Hall Management Committee



**Tel: 0118 9713731**

## CONDITIONS FOR HIRING OF HALL

**The hirer is responsible for ensuring:**

- The hall is swept, vacuumed or mopped, if necessary, and left clean as found.
- All tables used should be cleaned and restacked as found.
- All kitchen equipment should be washed and wiped dry after use and put away.
- All rubbish **MUST** be taken home and disposed of appropriately (as there is no waste collection).
- All lights and heating should be switched off except the storage heaters
- The hall and car park must be cleared no later than 11.30pm.
- The hirer will be held responsible for any damage to the property.
- The hirer will be held financially responsible for any extra cleaning required.
- The hire cost will be paid in full at the time of booking, together with an agreed deposit, (in separate cheques or BACS). Such deposit, or the appropriate portion thereof, will be refunded when the hall has been inspected for full compliance of the above conditions
- Cancellations must be made prior to the event to avoid a charge.
- Unauthorised use of the car park is not permitted.
- No fireworks, bonfires or barbecues are permitted either inside or outside on the patio or Jubilee Field.

Name of hirer:	Date of booking:
Address:	Time:-
Telephone no:	Function description:
e-mail:	Hire Fee:
	Deposit fixed: £50.00

**I agree and accept the terms and conditions stated for the hire of Brimpton Village Hall**

Signed ..... Date .....

***Signatory must be over 21 years of age***

**Bank transfer payment (preferred) to : Brimpton Village Hall (Barclays Bank)**

**Sort Code: 20-59-14; A/c No. 00210161.**

**OR** cheques to 'Brimpton Village Hall' and send to: Village Hall Bookings, Lea Cottage, Wasing Road, Brimpton, Reading, Berks RG7 4TB

**Registered Charity No. 237692**  
**Brimpton Village Hall, Brimpton, Reading, Berks RG7 4ST**

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## Terms & Conditions of Hire

**SUPERVISION:** The hirer shall be responsible for the care of the premises during the period of hire.

**USE OF PREMISES:** The hirer shall not use the premises for any purpose other than that described in the hiring agreement. The hirer accepts full responsibility for any articles brought into or left in the hall. The Committee accepts no duty of care in respect of articles brought into or left in the hall.

**LICENCES:** The hirer shall be responsible for obtaining such licences as may be needed.

**GAMING BETTING & LOTTERIES:** The hirer shall ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries.

**PUBLIC SAFETY:** The hirer shall comply with all the conditions made in respect of the premises by any local authority authorised to do so.

**HEALTH AND HYGIENE:** If preparing, selling or serving food the hirer or their agent shall observe all relevant legislation and regulations.

**ELECTRICAL APPLIANCE SAFETY:** The hirer shall ensure that any electrical appliance brought onto the premises during the period of hire complies with safety legislation.

**FIRE SAFETY:** The hirer shall familiarise her/himself with the Fire Safety Plan & Procedures displayed in the foyer and ensure that fire safety equipment remains unobstructed and in place unless used.

**INDEMNITY:** The hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property, including the curtilage, the roof and the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.

**ACCIDENTS:** The hirer shall report all accidents involving injury to the committee as soon as possible.

**ANIMALS:** The hirer shall ensure that no animals (except guide dogs) are brought into the hall without permission from the committee and that no animals enter the kitchen at any time.

**CHILDREN:** The hirer shall ensure that any activities for children comply with any relevant legislation.

**SALE OF GOODS:** The hirer shall, if selling goods on the premises, comply with the Fair Trading Laws.

**UNFITNESS FOR PURPOSE:** In the event of the Hall or any part thereof being rendered unfit for the use for which it was hired the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

**REFUSAL OF BOOKING:** The Committee reserve the right to refuse a booking without notice or to cancel the hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer. The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit, or a proportion of the same, as have been paid by the hirer to the Committee but the Committee shall not be liable to make any further payment to the hirer.

**END OF HIRE:** The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition. Properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions shall be replaced otherwise the Committee shall be at liberty to make an additional charge.

**CAPACITY:** The maximum capacity is 100 persons standing or 60 seated.

**NOISE:** Hirers should avoid excessive noise and be mindful of neighbours at all times.

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