

## Booking Conditions

### *General Conditions of Hire*

The Hirer agrees to be present during the period of hire and to abide by the rules and stipulations set out in this document. The Committee agrees to advise the Hirer of any changes to the 'Conditions of Hire' coming into force prior to the period of hire and which may affect the Hirer. It is explicitly understood that, in signing this Hiring Agreement, the Hirer has read, understood and agrees to fully comply with them.

The term 'Hirer' shall be deemed to apply to an individual Hirer or, in the case of an Organisation, the Authorised Representative of that Organisation. The term 'Hall' and 'Premises' are deemed to include the Village Hall Building and the Village Hall Car Park. The Hirer is legally responsible for breaches to the booking conditions and may wish to insure against any claim by the Hall Committee arising out of the hire.

1. Use of the Premises: The Hirer shall only use the Hall premises prescribed in the booking and only for the purposes prescribed therein. The Hirer shall not sub-hire. The Hirer shall not permit the premises to be used for any unlawful purposes. The Hirer is to comply with all legal licensing, security, safety and insurance requirements.
2. Supervision: The Hirer is responsible for the Hall's fabric and contents, and the conduct, care and safety of all persons in the Hall.
3. Safety – Health – Hygiene: Immediately prior to the commencement of the period of hire, the Hirer is to provide members and guests (as applicable), on the safety procedures to be observed whilst in the Hall. In particular, detailed Fire Safety Precautions are to be briefed, including the method of raising the Fire Alarm, the location and use of fire fighting equipment, the position and operation

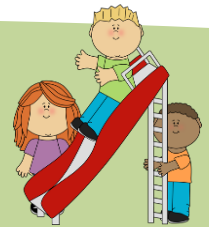


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of emergency fire exits (including stage exits if applicable), and the Emergency Assembly Point outside the Hall. The Hirer is to ensure that all Fire Exits are kept unlocked, with access routes clear of obstructions, at all times. Designated Fire Doors are to be kept closed at all times. The Hirer is to ensure that personal electrical equipment used on the premises is in good working order, operated in the prescribed manner, and any safety devices included thereon are utilised. Highly Inflammable substances are not to be brought onto the premises or playing field (including fireworks), When the Kitchen use is included in the Hiring Agreement the Hirer is to comply with all relevant Health and Hygiene regulations applicable to the preparation and serving of food.

4. Licences: The Hall holds a maximum of 50 people.

5. Minors: The Hirer is to comply with the provision of The Children Act for the time being in force. In particular, the Hirer is to provide adequate supervision for all activities involving minors, and ensure such supervision is provided by fit and proper persons aged 18 years or over.

6. Accidents and Damages: The Hirer is to report any accident involving injury to the person and any damage to the Hall fabric or its contents or to any equipment brought on to the premises. Accidents are to be logged in the Accident Log Book in the First Aid Box located in the kitchen. A report on all accidents and damages is to be made to the Booking Secretary as soon as possible, ([crawfordvillagehut@gmail.com](mailto:crawfordvillagehut@gmail.com)). The Hirer shall indemnify the Hall Committee for the costs arising out of any accident on, or damage to, the premises during the period of hire.

7. Tidiness and Cleanliness At the end of the period of hire, the Hirer shall leave the premises in a clean and tidy state. All chairs and folding tables are to be wiped clean and dry and returned to their storage space. Floors are to be dried and swept clean. All items of equipment brought onto the premises, are to be removed. **ALL WASTE IS TO BE TAKEN AWAY AT THE END OF YOUR HIRE.** The kitchen is to be left clean and tidy and crockery and utensils cleaned, dried and stored away.



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8. Access: The Booking Secretary will advise the Hirer of the code for the Keysafe box situated to the right of the front entrance. Before securing the hall at the end of the period of hire, the Hirer is to ensure all exit doors (including emergency exits) are secured, all electrical appliances are turned off (in particular kitchen appliances) and all lights extinguished.

9. Car Parking: All parking is at the car owner's risk. The Hirer is to ensure that the entry and exit lanes to the car park are free at all times.

10. Lost Property: The Hall Committee accepts no responsibility for any property lost on or stolen from the premises. The Booking Secretary ([crawfordvillagehut@gmail.com](mailto:crawfordvillagehut@gmail.com)) or Hall Caretaker may be contacted post hire to ascertain whether any lost property has been found.

11. Consideration towards Others: The Hall is situated in a populated area with private dwellings close by, therefore excessive noise arising from any event in the Hall, or from extraneous noise in the car park and surrounding area, may cause adverse comment and bad relations with local residents. All events at the hall are required to finish by 10pm, unless otherwise pre arranged with the booking secretary.

12. Smoking: The Hirer shall, and shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision shall be asked to leave the premises.

13. Hiring Fees: The Hirer is to pay in full all hiring fees due prior to the commencement of the hiring period. The booking is not secured until payment is made.

14. Cancellation: The Hirer may cancel the Hall booking up to one calendar month prior to the hire period set out in the booking without financial penalty. After that date, the Hiring Fee (is non-refundable. The Hall Committee may cancel the hiring, without penalty or consequential liability, in the event of the Hall becoming unfit for use for any

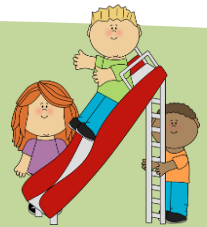


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reason, or if it is required for use as a Polling Station for a Parliamentary or Local Government election or by-election. In such an event, hiring fee shall be refunded.

15. Hall Insurance: The Hall Committee is fully insured against third party claims for negligence arising from a Hiring Contract.

16. Access to the Hall: Access to the Hall is restricted to the times shown in the booking. You will be notified of the code for the key safe once full payment has been made and a week before your booking.



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