

## **LLANGUNLLO COMMUNITY HALL**

### **HIRERS AGREEMENT - STANDARD TERMS & CONDITIONS OF HIRE**

For the purpose of this agreement the term HIRER shall mean an individual hirer, or where the hirer is an organisation the authorised representative.

#### ***HIRERS RESPONSIBILITIES***

1. The HIRER shall ensure the General Rules governing the use of Llangunllo Hall, as supplied, are complied with.
2. The HIRER shall, on making the booking, inform the Bookings Secretary of any requirements as to the provision of main hall, conservatory and/or kitchen facilities.
3. The HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and behavior of all persons using the premises whatever their capacity, including supervision of persons using the stage and associated equipment and also including proper supervision of car parking arrangements so as to avoid obstruction of highway. Where, as part of the hirer's event, alcohol may be available for consumption, the relevant license should be obtained prior to the event and a copy of said license should be made available to the Bookings Secretary.
4. The HIRER shall ensure that no more than the licensed number of people (100) are present on the premises at any one time.
5. The HIRER shall upon signature of acceptance be responsible for returning furniture and equipment to their original position, for securing windows and doors of the premises and for leaving the premises and surrounds in a clean and tidy condition, as at the start of the hiring period.
6. The HIRER shall be responsible for the removal of all litter/rubbish or food remains from the premises and MUST take all rubbish home.
7. The HIRER shall lock all doors and return keys to the key safe by the front entrance or otherwise as agreed with the Booking Secretary. During the period of hire the conservatory door should remain unlocked to enable exit in the event of a fire.
8. The HIRER shall be responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and properties.
9. The HIRER shall not sub-let 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 premises, their users, or any insurance policies relating thereto.

10. The HIRER shall indemnify the Management Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of the booking.
11. The HIRER shall, if selling goods on the Hall premises, comply with Fair Trading Laws and hygiene and food preparation good practice.
12. The HIRER may be requested to provide a financial bond for certain events where the Management Committee think this is appropriate. Under these circumstances, any such payment will be returned to the hirer if, after the event, the Management Committee confirms that no damage has occurred to the building or its contents or that additional cleaning has not been found necessary. The decision of the Management Committee will be accepted as final.
13. The HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the licensing authorities, the Fire Authority, the Local Authority or otherwise. Emergency Exits, fire alarm points and fire-fighting equipment are to be kept free from obstruction. A fire warden should be appointed for the duration of the booked event.
14. The HIRER shall, at functions and events where children are present, be responsible for ensuring there is sufficient and suitable supervision of those children, ensuring safety at all times.
15. The HIRER must record the start and end time of their hire, along with electric unit readings, on the list located in the kitchen. Heating will be charged on a "per unit" basis.
16. The HIRER shall ensure that all heaters are turned off at the end of the hire period.
17. The HIRER shall provide details of in respect to whom any invoice for the hire should be addressed and sent to. Invoices will generally be raised at the end of each month and should be paid within 14 days of receipt by cheque or BACS to the following account.

Llangunllo Hall Sort code: 08-92-99 Account number: 67259399

### ***GENERAL CONDITIONS OF HIRE***

18. No responsibility shall be held by the Llangunllo Hall Management Committee for any goods or items left unattended on the premises.
19. **Smoking or vaping is not permitted** anywhere inside the premises. It is only allowed in the designated area to the rear of the premises.
20. Any electrical equipment brought into the building must have been recently PAT tested.
21. No candles may be used anywhere on the premises.
22. Keys can be collected and returned to the key safe by the front door if agreed in advance by the Bookings secretary. In all other circumstances the keys can be collected and returned from one of the key holders. Debbie Jones, The Coach House 07896 266416 /01547 550569 Karen

23. A copy of these conditions shall be made available to every hirer of the Hall and the signing of the booking form shall be deemed as acceptance of these conditions of hiring.

### **CANCELLATION**

24. The Management Committee reserves the right to cancel a booking at any time. In such cases no charge will be made for the booking, though the committee reserves the right to withhold any deposit paid, depending on the reason for cancellation. No claim for losses incurred by the hirer as a result of cancellation will be accepted.
25. Cancellations by the hirer should be communicated with the bookings secretary giving as much notice of possible prior to the event. The committee reserves the right to charge a percentage of the hire fee if not notified.

### **Document version control**

<b>Version No.</b>	<b>Review Changes</b>	<b>Author or owner</b>	<b>Date</b>
1.0	Revised version	Caroline Breeze	22/10/23
2.0	Amended key holders & cancellation charges	Caroline Breeze	24/10/24