Revised April, 2013 THE VILLAGE HALL, RIBCHESTER

STANDARD CONDITIONS OF USE

(If the Hirer is in any doubt as to the meaning of the following, the Hall Committee (“the Committee”) should immediately be consulted)

**Please sign both this Conditions of Use form and Child Protection form and return them to:**

**Hall Booking Officer: c/o The Rectory, Riverside, Ribchester, Preston PR3 3YP**

1. THE HIRER will during the period of the hiring be responsible for the supervision and care of the premises, the fabric and the contents, the arrangement of any entertainment, publicity and refreshments for the event and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the access to the Church, Museum and Rectory. Guests should be advised to use the Pope’s Croft public car park in the Village.

1. THE HIRER shall not use the premises for any purpose other than that described in the agreement and shall not sub-hire or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which might endanger the same or any insurance policies in respect thereof
2. No alcohol shall be **sold** in the Hall. All alcohol provided to guests shall be consumed within the Hall and not in the surrounding area including the car park and churchyard.
3. THE HIRER shall be responsible for obtaining such licences as may be needed whether for the supply of intoxicating liquor, from the performing rights society, or otherwise and for the observance of the same.
4. THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or any other similar public entertainment or stage play.

**MAXIMUM allowed for dancing is 100 persons. SEATED 132 persons.**

1. THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
2. IF THE HIRER wishes to store anything on the premises written permission should be sought from the Committee.
3. THE HIRER shall not attach anything to the walls. The use of freestanding display boards is encouraged and the hire of boards from the Committee can be arranged.
4. THE HIRER shall be responsible for ensuring the strict **no smoking** policy in any part of the building is maintained.
5. THE HIRERshall not tamper with the Heating or Air Conditioning apparatus which is pre-set for maximum efficiency.
6. THE HIRER shall be responsible for ensuring that no noise or nuisance is caused to local residents.
7. IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to secure a replacement booking, the question of payment of the fee shall be at the discretion of the Committee.
8. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly secured unless directed otherwise. The setting out of any tables and chairs is the responsibility of the Hirer and any contents temporarily removed from their usual storage should be properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
9. THE COMMITTEE RESERVES the right to cancel this hiring in the event of the hall being required for use as a polling station for Parliamentary, Local Government or Bye Election and for unexpected Church usage, in which case the Hirer shall be entitled to a refund of any deposit or fee already paid.
10. IN THE EVENT of the hall or any part thereof being rendered unfit for use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage. The Committee recommends that the Hirer arranges cancellation insurance cover effective from the date of these conditions
11. Please **ONLY** use the pull cords for opening and closing the curtains, where fitted.

**Signed: On behalf of: (if appropriate)**

**Print Name: Contact Address:**

**Date:**

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## Tel No:

**e-mail:**