

HORTON VILLAGE HALL

CONDITIONS OF HIRE

During the Hire Period;

1. *The Hirer* shall be responsible for the safe keeping of all contents, fixtures and fittings, including floors and carpets within the Hall.
2. *The Hirer* shall be responsible for the security of the Hall, ensuring that all doors, emergency doors and windows are secured and/or locked (as appropriate) if the Hall is left unoccupied.
3. *The Hirer* must make all reasonable efforts to ensure that no nuisance is caused to neighbours or adjoining landowners and that no breach of any law takes place.
4. ***Under no circumstances*** are fireworks to be used either inside or outside the village hall.
5. All food preparation **must** be restricted to the kitchen. Under no circumstances shall barbecues, roasting spits or any other form of cooking equipment be used anywhere else in the building. **If prior permission is gained** use of such equipment may be allowed in the car park.
6. If *the Hirer* intends to make use of an outside bar provider it should be noted that the bar facilities shown on the attached plan are the property of our nominated Licensed Victualler and as such not available for the use of third parties.
7. All spillages must be cleared **immediately**. This is especially important in the main hall as the timber floor is easily stained.
8. As of 1st July 2007 the Health Act 2006 designates the Hall as smoke free premises, meaning that smoking **anywhere within the Hall** is a criminal offence. As the person responsible for the Hall during the Hire Period, *the Hirer* is required by law to enforce the smoke free status of the Hall. It may help to explain to an offending smoker that both they and *the Hirer* are liable to be fined or prosecuted for violation of the law.
9. **Special Effects - Under no circumstances may any dry ice, pyrotechnic or similar theatrical effects be used on the Village Hall premises.** Such effects will cause the fire alarm to trigger repeatedly and so may mask the detection of a real fire.
10. **Bouncy Castles** – Liability for injury or damage caused to any persons or property during the hire period due to the use of Bouncy Castles (or similar entertainment equipment of that ilk) rests **entirely** with *the Hirer*. Horton Village Hall takes no responsibility whatsoever for the use or storage of any such equipment on the premises.
11. Any damage caused by *the Hirer*, their employees, guests, caterers, entertainers or any third party associated with *the Hirer* will be the sole responsibility of *the Hirer*. As such the cost of any rectification and/or replacement deemed necessary by *the Trustees* shall be borne in full by *the Hirer*. *The Trustees* must be informed of any such damage as soon as reasonably possible after the completion of the hire period and in any case within 72 hours of the completion of the hire period.
12. It is the responsibility of *the Hirer* to ensure that any third parties associated with *the Hirer* are made aware of the relevant terms and conditions of this hire agreement.
13. *The Hirer* must ensure clear access to disabled toilet facilities. A sign in the main room defines the required passageway.

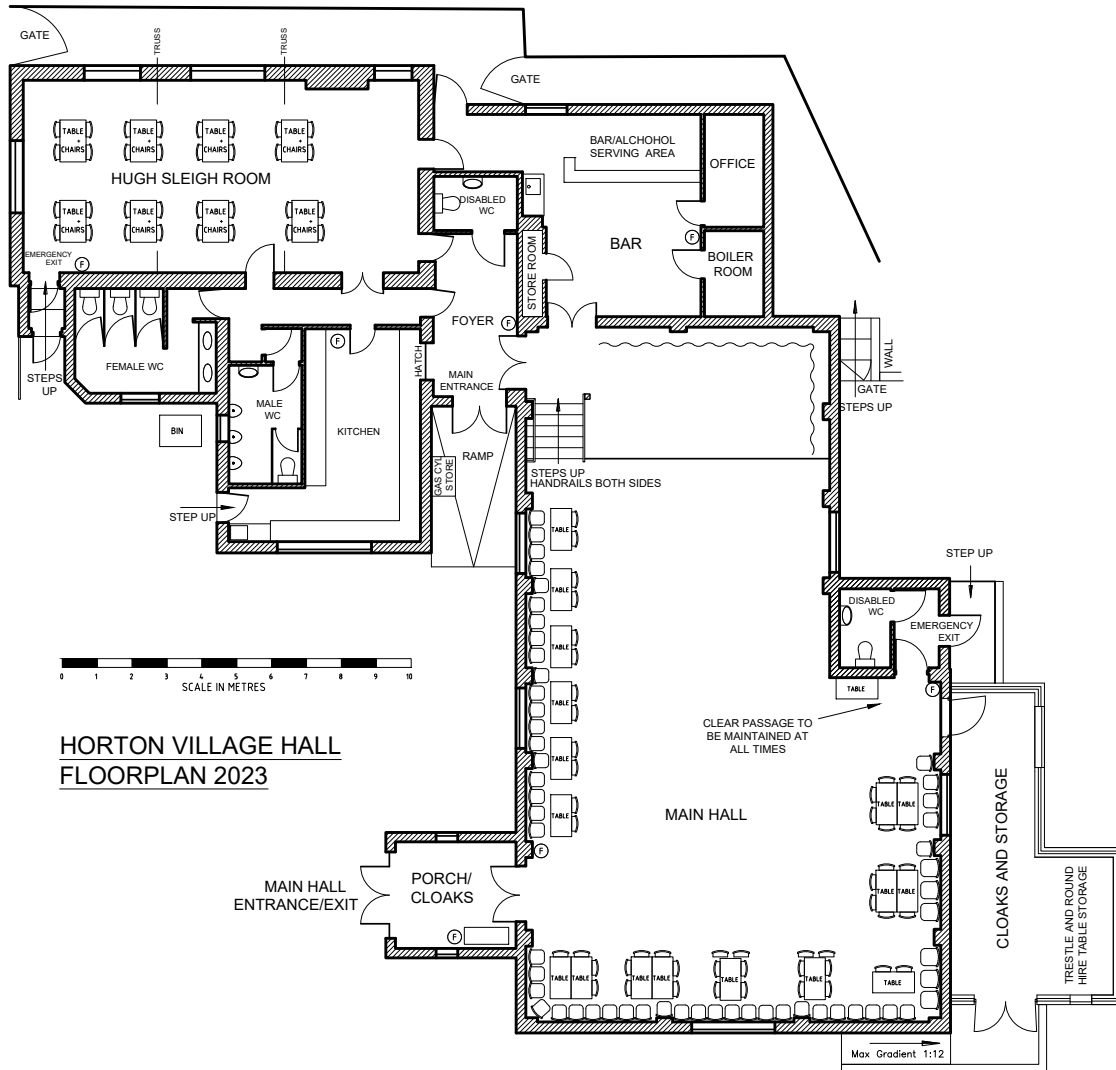
At the end of the Hire Period -

14. *The Hirer* is responsible for leaving the Hall and its premises in a clean and tidy condition. All rubbish is to be placed in the waste skip outside the kitchen door.
15. The tables and chairs in the main hall should be left in the general arrangement shown on the building plan. Furniture in the Hugh Sleigh room should be left as found or neatly stacked to the side of the room away from the kitchen.
16. *The Hirer* shall be responsible for ensuring that all doors, emergency doors and windows are secured and/or locked (as appropriate).
17. The keys must be returned as agreed with the Booking Secretary.

Generally;

18. *The Trustees* accept no responsibility for damage or injury caused to *the Hirer*, any third party or their possessions whilst on Horton Village Hall premises.
19. *The Trustees* accept no responsibility for loss of, damage to or theft from any vehicles whilst on Horton Village Hall premises.
20. Any existing damage to the Hall should be marked on the accompanying building plan, signed and dated by *the hirer* and a representative of *the Trustees* prior to signing the hire agreement.
21. Notification of Serious Injury – should an injury to any person(s) occur on the premises during the Hire Period which requires the injured person(s) to be taken **directly** to hospital then that incident constitutes a **Notifiable Incident**. As such it must be recorded on the appropriate form found with the Accident Record Book which is kept in the kitchen with the First Aid kit.

A licensed bar can be provided by arrangement with our nominated licensed victualler. At the time of booking please inform the *Trustees* or Booking Secretary who will put the bar provider in contact with *the Hirer*.



**HORTON VILLAGE HALL
FLOORPLAN 2023**

NOTES

- 1 TYPICAL LAYOUTS FOR COMMON USAGE SHOWN
- 2 MAXIMUM CAPACITIES

ROOM	DANCING	SEATED	COMBINED
HUGH SLEIGH	70	50	58
MAIN HALL	230	150	182
- 3 FIRE EXTINGUISHERS INDICATED BY ©
- 4 MAIN HALL CEILING HEIGHT 3m
- 5 HUGH SLEIGH ROOM CEILING HEIGHT 4.35m
TRUSS HEIGHT 2.6m