



EARLS COLNE PARISH COUNCIL VILLAGE HALL – CONDITIONS OF HIRE

1. Earls Colne Parsh Council reserves the right, without prejudice, to refuse acceptance of any booking for the hire of either Village Hall.
2. Hirers who cancel a booking and give less than six weeks' notice will be liable for 50% of the hire charge unless the Village Hall is subsequently rebooked.
3. The Earls Colne Parsh Council reserve unto themselves and their duly authorised officials the right to enter the premises at all times.
4. Access to the Village Hall will only be permitted within the times booked. Hirers wishing to have anything delivered must instruct delivery to be within hire times.
5. The Hirer shall indemnify the Earls Colne Parsh Council for the cost of repair of any damage done to any part of the property including the curtilage thereof, or the contents of the Village Hall which may occur during the period of the hiring as a result of the hiring, and will report any damage to fixtures, decoration etc. to the Earls Colne Parsh Council Caretaker immediately at the end of the function.
6. The Hirer will, during the period of the hiring, be responsible for supervision of the premises and car park, the fabric and the contents, their care, safety from spillage and damage, however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of the car parking arrangements so as to avoid obstruction of the highway or hazard to pedestrians.
7. The Hirer shall ensure that no fire exits are blocked and that no fire door shall be propped open. Any issues must be reported to the Parish Clerk.
8. The Hirer will only use the Village Hall equipment if they confirm their competency, absolving the Earls Colne Parsh Council of liability.
9. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
10. The use of inflatables is not permitted.
11. Any electrical equipment to be used in conjunction with an event must be certified as fit for use, either by PAT testing or an equivalent test/inspection.
12. The Hirer shall not allow any drunkenness or perceived drunkenness or other disorderly or antisocial behaviour within the premises or its curtilage.
13. The Hirer shall comply will all conditions/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 other similar public entertainment or stage plays.
14. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Tables, chairs, and any other contents temporarily removed from their existing positions should be safely replaced (if necessary, using trolleys provided). Non-compliance with these requirements may result in Earls Colne Parsh Council applying an additional charge and/or withholding the deposit.
15. When the event is to be a disco or a dance the Earls Colne Parsh Council reserves the right to impose extra conditions as it deems necessary For example, the Hirer may be liable for additional costs above those of the deposit paid, should damages be excessive.

16. An additional damage deposit of £50 is required for all weddings, private parties, discos / dances – this will be refunded after the event if there has been no damage to the Village Hall during the hire.
17. The Village Hall is available for hire until 11.30 p.m. inclusive of clear up time (apart from New Year`s Eve when it is available for hire until 1.00 a.m.) In the event of bookings overrunning the deposit will be withheld.
18. The Earls Colne Parsh Council reserves the right to cancel any hiring.
19. In the event of the Village Hall, or any part thereof, being rendered unfit for the use for which it has been hired, Earls Colne Parsh Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
20. The Hirer is responsible for ensuring that any persons employed for security purposes are registered with Braintree District Council.
21. The Hirer is responsible for following the Emergency Plan for “Temporary Responsible Person”.
22. It is against the law to smoke in the Village Hall. It is the responsibility of the Hirer to ensure their guests or customers do not smoke within the Village Hall premises.
23. The Hirer on exiting the building is responsible for ensuring all lights are turned off and doors, fire doors and fire exists are properly closed.
24. It is the responsibility of the Hirer to ensure the safety of all attending their event.
25. The Earls Colne Parsh Council reserves the right to carry out Fire Drills at any time.
26. The Earls Colne Parsh Council reserves the right to alter these Terms Of Hire at its discretion.

ADDITIONAL NOTES FOR HIRER:

- Approval for temporary decoration of the Village Hall is required by the Parish Clerk, on no account must anything be stuck or temporarily fixed onto any surface (walls, doors or ceiling).
- `smoke effect` aerosols must not be used.
- Tea towels, dishcloths, washing up liquid etc. are not provided and should be provided by the Hirer as necessary.
- There is no public telephone in the Village Hall.
- A public address system is available upon request.
- A copy of the Earls Colne Parsh Council’s Fire Policy is available from the Parish Council office.

EARLS COLNE PARISH COUNCIL EMERGENCY PLAN FOR TEMPORARY RESPONSIBLE PERSON IS AVAILABLE TO VIEW IN THE VILLAGE HALL FOYER OR ONLINE, ON THE EARLS COLNE PARISH COUNCIL WEBSITE.

I have read and understood the above Earls Colne Parish Council Conditions of Hire and the Earls Colne Parish Council Emergency Plan for Temporary Responsible Person.

I agree to accept responsibility for being in charge of the premises during the period of hire.

I am over 25 years of age and will be in attendance throughout the booking.

Name of Hirer

Signed by Hirer.....Date

Name of “Temporary Responsible Person” if not the same as a Hirer

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