

# Thundridge Village Hall Management Committee

## Hire Agreement

This agreement is made on: day ..... month ..... year .....

between *Thundridge Village Hall Management Committee* (The Committee)  
represented by Mrs Pauline Mortlock, Booking Secretary (telephone 01920 467 152),

and the Hirer: .....

telephone number: .....

address: .....

.....

- 1 The committee agrees to permit the Hirer to use the premises for the purpose and periods stated below.
- 2 The Hirer will pay a retainer of £100, which will be refunded on completion of the hire, after the premises are seen to be in good order and clean condition.
- 3 The Hirer will pay on the date of the agreement the fee of £ .....  
The copy of this Hire Agreement, signed for and on behalf of the Committee, will be a full and sufficient receipt.
- 4 The accommodation and facilities to be hired are defined in Section B below.
- 5 The purpose of hiring is: .....
- 6 I/we wish/do not wish to use the cookers. I have read and understand the safety instructions regarding the use of cookers.
- 7 The period of hire is: Date ..... Time: from ..... to .....
- 8 By signing below, the Hirer agrees to comply in every respect with the Conditions of Hire as attached (sections A to E), and takes responsibility for ensuring that all fire and safety procedures are adhered to.

Signed on behalf of The Committee by ..... (Booking Secretary)

Signed on behalf of the Hirer by .....

## Conditions of Hire

### Section A - Booking procedure

- A1 *Bookings.* Bookings may be made by application to the Booking Secretary: Mrs P. Mortlock, 34 Youngsbury Lane, Wadesmill, Ware, Herts. SG12 OTY. Telephone number: 01920 467 152.
- A2 *Special dates.* Bookings for special dates (Christmas Eve, Christmas Day, Boxing Day, New Year's Eve, etc) must be approved by The Committee.
- A3 *Hire charges.* Charges are normally made on an hourly basis, subject to the period of time and day of the week required with a minimum charge per session. Any over-run of the period of hire will be charged at the appropriate hourly rate.
- A4 *Hire must terminate at midnight.* Unless approved by the Committee in advance, all functions must terminate by 12.00 midnight (24:00 hours). An additional half-hour is permitted for clearing up, but all persons must vacate the premises by 12.30am (00:30 hours).
- A5 *Special hire arrangements.* Cleaning of the premises is carried out at times specified by The Committee. Any bookings required which may overlap these times must have the approval of The Committee.
- A6 *Safety procedures.* By signing the Hire Agreements, the Hirer accepts responsibility for ensuring the safety of everyone using the hall for the duration of the hire, including obeying The Committee's procedures on fire protection, health protection and legal compliance.
- A7 *Cancellation of agreement.* If Hirer withdraws from this agreement, no refund of the retainer will be made unless such notice is given 14 days before the hire period is due to begin.

### Section B - Accommodation and facilities

- B1 *Main Hall.* The Main Hall annexe, stage, cloakrooms and kitchen (including two electric cookers, an urn, kettles and a microwave oven) are available for the use of Hirers. The mobile plate-warming cupboard is the property of Hertfordshire County Council and may not to be used. A Hirer who wishes to use the cookers must read the instructions on how to use the appliances (supplied by the Booking Secretary) and sign them to confirm that the instructions have been understood.
- B2 *Equipment.* Basic catering equipment is provided (cups, saucers and tea plates, etc). Damage to hall equipment or fixtures must be reported to the Booking Secretary within 24 hours of the event. An appropriate charge for the cost of replacement may be made in addition to the hire fee or deducted from the retainer.

B3 *Hall furniture.* Tables marked 'TVH' and chairs stored in the annexe are available for use. There are some tables marked 'Thundridge JMI' also stored in the annexe and some low level forms stored in the kitchen. These are not the property of the hall and should not be used. Furniture stored in annexe must be returned there after use and stacked neatly as found. It is the responsibility of the Hirer to be careful in carrying tables, to avoid injury.

To protect the hall floor from damage, tables and chairs must be carried and not dragged across the floor. There is a trolley supplied to move chairs up to 10 at a time. The Committee accepts no responsibility for injuries caused by incorrect use of the chair trolley (such as by over-balancing or taking too many chairs at a time).

B4 *Ladders.* TVH owns a set of ladders for the exclusive use of The Committee and appointed personnel only. Hirers must not use the TVH ladders. Nor may Hirers bring their own ladders without the express agreement of The Committee.

B5 *Main hall annexe.* The annexe which is used for storing hall furniture can also be used as a bar or serving area by the Hirer. Cars must not be parked directly outside the doors to the hall from the car park. They are emergency exit doors and must be kept clear at all times.

B6 *Car park.* The car park is available for the use of hirers during the time that has been booked for the use of the hall. Cars must not be left beyond the period of hire or overnight. See also section C4.

## Section C - General conditions and responsibilities of hirer

C1 *Hall capacity.* The maximum capacity of the hall is 120 people excluding staff and attendants.

C2 *Decorations.* No decorations will be attached to the walls, doors or ceiling without prior consent of the Committee.

C3 *Responsible conduct.* The Hirer shall be responsible for the conduct of everyone using the hall during the period of hire.

C4 *Car parking.* Hirers are requested to supervise parking to avoid obstruction of the highway and to prevent a nuisance to local residents. Vehicles parked in the hall's car park must be parked clear of the emergency exit doors.

C5 *Noise.* While the Committee realises the hall is hired for enjoyment, including playing music and making other noises while having a good time, Hirers are reminded that the hall is surrounded by houses. Hirers are requested to exercise restraint and not unnecessarily disturb local residents. For example, if loud music is played, please keep doors and windows closed. Hirers and guests should arrive and leave the hall quietly.

- C6 *No unlawful use.* The Hirer shall not use the premises for any purpose other than that described in the Hire Agreement. The Hirer shall not sub-let the hall, nor use the premises (or allow the premises to be used) for any unlawful purpose or in any unlawful manner. The Hirer shall not do anything (or bring on to the premises anything) which may endanger the safety of any person nor render invalid any insurance policies in respect thereof.
- C7 *Sale of alcohol.* It is illegal to sell alcoholic drinks without a valid licence. It is the responsibility of the Hirer to obtain such a licence.
- C8 *Smoking.* It is illegal to smoke in any of the rooms in the hall or in the toilets. Do not litter the environs of the hall with smoking-related material (such as butt-ends and matches or cigarette packets).
- C9 *Dancing and entertainment regulations.* The Hirer shall comply with all conditions and regulations made in respect of the premises by any Public Statutory Body or court, particularly in connection with any event which includes public dancing or music or other similar entertainment.
- C10 *Food and hygiene regulations.* The hirer shall observe all appropriate food, health and hygiene regulations.
- C11 *Electrical appliances.* The Hirer shall ensure that any electrical appliances brought in to the premises comply with appropriate safety standards and are in good working order and used in a safe manner
- C12 *No liability of Committee.* Insofar as the law permits, the Committee does not accept liability for any injury to persons or damage to personal property on the premises, or its grounds. Any property of the Hirer left on the premises during the period of hire, is the responsibility of the Hirer.
- C13 *Rubbish.* It is the responsibility of the Hirer to dispose of all rubbish created during the hire and such rubbish must be removed from the hall and its grounds by the time the period of hire expires.
- N.B. The management does not provide rubbish sacks.
- C14 *Animals.* No animals are allowed in the hall, except guide dogs.

## Section D Emergency procedures

- D1 *Fire and Safety Monitor.* Either the Hirer or someone appointed by the Hirer will act as 'Fire and Safety Monitor' for the duration of the hire. The Fire and Safety Monitor will read and agree to the emergency evacuation procedures located by the emergency exit doors to the car park (see map below).
- D2 *Manual fire bell.* There is a manual fire alarm bell by the emergency exit doors to the car park. The Fire and Safety Monitor will order the bell to be rung in the event of a fire or other serious emergency (such as a gas leak).

- D3 *Muster Station.* The muster station is the hall car park. The Fire and Safety Monitor is responsible for ensuring the occupants of the hall go to the muster station and for checking that no one is left inside (such as in the toilets, kitchen or annexe).
- D4 *Emergency services.* If the emergency services need to be called, the Fire and Safety Monitor will ensure that the appropriate emergency service (fire brigade, ambulance and/or police) is contacted and that the Booking Secretary or a representative of The Committee is informed as soon as possible.
- D5 *Incident Book.* The Fire and Safety Monitor will record any incident (fire, accident, danger to health, etc) or practise safety drill in the Incident Book located by the emergency exit doors into the car park.
- D6 *Registers.* Thundridge Primary School and Ware Scouts (Cubs and Beavers) will appoint a responsible adult to be the Fire and Safety Monitor. The Fire and Safety Monitor will keep a register of the children in the hall during the hire, to check that everyone has been evacuated to the muster station in the car park in the event of an emergency.
- D7 *Fire drills.* Thundridge Primary School and Ware Scouts (Cubs and Beavers) will agree emergency evacuation procedures with The Committee and practise them at least twice a year. Each exercise will be recorded in the Incident Book (see D2).
- D8 *Fire doors.* The fire doors are clearly signed in the hall. Nothing must be placed in front of the fire exits, either inside or outside, or in the path to the fire exits.
- D9 *Fire and safety equipment.* The fire exits, fire extinguishers, manual fire bell and first-aid kits are marked on the Floor Plan below. The Fire and Safety Monitor will ensure that safety equipment is not moved, damaged nor interfered with.

## Section E - Hall heaters and other special requirements

- D1 *Heaters.* There are two heaters in the main hall, one in the annexe and one in the kitchen. The hall heating system is controlled by a clock situated in the ladies' toilet. The system operates to set times. If heating is required outside these hours, the system can be activated by overriding the programme. Full instructions on how to operate the system and a number to ring in the event of difficulties are displayed on the notice board in the lobby.
- D2 *Exit signs.* The Hirer must comply with the legal requirement to display the 'Exit' signs by ensuring the signs are switched on during the period of hire and switched off before leaving.

## Section F - Before leaving

The Hirer shall:

- E1 Clean the floor with the equipment provided
- E2 Draw the curtains using the pull cords and ensure that the windows are closed and locked
- E3 Remove from both the hall and its grounds all rubbish generated by the Hirer
- E4 Ensure that all the doors marked on the Floor Plan below are closed. The main entrance door is to be both closed and locked
- E5 Switch off 'Exit' signs and turn off lights
- E6 Return the key to the Booking Secretary immediately after the event

### Floor Plan

showing the location of the emergency exits and safety equipment

