

FLITWICK VILLAGE HALL

CONDITIONS OF HIRING

1. HIRING

- (A) Application shall be made on the form provided.
- (B) The committee reserves the right to refuse any application and shall not be required to give reasons for such refusal.
- (C) The hall is not generally available for hiring, Christmas Day or Good Friday but the committee may consider an application for hiring on any such day for religious or other purposes upon such terms as the committee thinks fit.
- (D) The Hall is not available for hiring for the purpose of a discotheque type of dance for which tickets are sold to the public
- (E) The Hall shall not be used for any illegal or immoral purposes.
- (F) Auction sales and trade exhibitions may be permitted upon these conditions or upon such other conditions as the committee thinks fit.
- (G) Live animals, inflammable or explosive articles (including gas filled balloons and indoor fireworks) electric, steam, gas or other engines or articles of an offensive or immoral nature shall not be taken into the Hall.
- (H) The Hall shall not be sublet nor shall it be used for any purpose other than that for which it has hired unless otherwise agreed by the Committee.
- (I) If the hirer requires tables and chairs to be set out in a particular way, they should discuss this at the time of booking.
- (J) **The Hall should be hired for the entire time needed to set up, hold the event and clean up afterwards.**

2. COMPLETION OF HIRING

- (A) **The Hall shall be left in a clean and tidy condition and, if in the opinion of the Committee, the Hall is not so left, the hirer may, at the discretion of the committee, be required to pay an additional charge.**
- (B) **Tables and chairs are normally set out in the hall extension, if the hirer moves them they must be returned to their original position.**

3. CANCELLATION

- (A) **The Committee or a hirer may cancel a booking upon giving not less than 60 days notice and no charge shall then be made.** If a hirer fails to give such notice, the full hiring charge, or such lesser sum as the Committee thinks fit, shall be paid by the hirer.
- (B) If any circumstances arise which, in the opinion of the Committee render it necessary to close the Hall for any period, however short, the cancellation or interruption of any function as a result of such closure shall not entitle the hirer or any other person to any compensation for loss, except that the hiring charge or such part thereof as the Committee may decide, shall, in the discretion of the committee, be repaid to the hirer.

4. HIRING CHARGES

- (A) Hiring charges shall be such as the Committee may from time to time decide.
- (B) **All charges shall, if so required, be payable in full on an application for hiring.**
- (C) If a charge is not paid when an application for hiring is made, the charge shall be paid within seven days of the receipt of an invoice from the Hon. Treasurer.
- (D) If between the date of an application and the date for which the hall is hired, the hiring charges are revised, the revised charges shall be paid, if demanded.

5. BLOCK BOOKINGS

- (A) Any organisation may apply for a block booking of the main hall. Application shall be made in writing to the Booking Officer by 30th September each year or at least 14 days before the date of the first booking and were required be accompanied with an order number.

6. MAINTANANCE AND PROTECTION OF BUILDING

- (A) A hirer shall take all necessary action (i) to ensure that these Conditions are complied with, (ii) to prevent any risk of damage to the Hall its fixtures and fittings and all furniture and equipment by fire or any other cause and (iii) to ensure that the committee's insurance policy is not vitiated.
- (B) No addition to the lighting equipment in the Hall shall be made without the written consent of the Committee, except that extra lighting may at the discretion of the Committee, be installed on the stage. The Committee may require that such extra lighting be inspected and approved by a competent electrician at the hirer's expense.
- (C) No fixtures or fittings shall be removed and nothing shall be done which will damage the interior or exterior of the Hall or any fixtures, fittings furniture or equipment therein. In particular, no fire fighting equipment shall be moved or tampered with except in the case of a fire.
- (D) All exits and passages shall be kept free from obstruction and in particular the exit doors shall not be obstructed by tables or chairs.
- (E) The hirer or his representative shall be present in the Hall during the period of the hiring and shall provide all necessary stewards for the purpose of maintaining good order in and around the Hall for the duration of the hiring.
- (F) The hirer shall comply with all reasonable requests of the Caretaker or and officer of the Committee or his or their representative.
- (G) If the attendance of the Police or fire Service becomes necessary during the period of hiring as the result of any act or default of the hirer or his failure to comply with these conditions any charge arising from such attendance shall be paid by the hirer.
- (H) Any damage or loss occurring during a hiring to the Hall the fixtures fittings furniture or equipment therein as the result of the act default or negligence of the hirer his servants agents or representatives or his or their failure to comply with these cognitions shall be paid by the hirer.
- (I) The Committee reserves the right for its officer's agents or servants and any other authorised person to enter the Hall at all times and for all purposes.

7. LICENCES ROYALTIES COPYRIGHT etc

- (A) The hirer shall perform or comply with all statutory or other provisions regulations and conditions which may apply during the term of the hiring and in particular shall not sell intoxicating liquor on the premises without having first obtained from the licensing Justices the appropriate occasional licence. Such licence shall be displayed in a conspicuous position at or near the bar during the times of serving intoxicating liquor.
- (B) A music and dancing licence is held and music may be played in the Hall but the hirer shall ensure that no nuisance is caused. The hirer shall obtain any further licence which may be required and shall pay all royalties demanded.
- (C) The hirer shall not infringe the copyright of any person.

8 CAR PARK

- (A) A car park is provided for the use of hirers of the Hall and other persons attending functions in the Hall and these conditions apply so far as appropriate to the use of such car park and to cars and other vehicles or articles left therein as they apply to the use of and to articles left in the Hall itself.
- (B) **No cars or other vehicles shall be parked or left in the roadways in the front and at the side of the Hall and a hirer shall ensure that these roadways are left clear at all times.**

9 GENERALLY

- (A) Notices advertising functions may in the discretion of the Committee and by arrangement with the caretaker, be exhibited on the Hall notice board.

10. BREACH OF CONDITIONS

In the event of any breach of or failure to comply with these conditions the caretaker or an officer of the Committee or their representative may immediately terminate the hiring and neither the hirer nor any other person shall be entitled to any compensation for loss or damage arising from such termination.

11 INDEMNITY

- (A) The hirer shall indemnify the Committee, its officers and members from and against all actions proceedings costs charges claims and demands arising from the act default or negligence of the hirer his representatives agents or servants or any person claiming under or through him, during the period of hiring or any failure to comply with these Conditions or any claims in respect of royalties or breach of copyright.
- (B) All articles of whatsoever nature left in the Hall are left there at the owner's risk and the Committee, its officers, members, agents, servants and representatives shall not be liable in respect of the loss of any such article or articles or any damage or injury caused thereto whilst on the premises of the

Committee.

12. ALTERATION OF CONDITIONS etc

- (A) These Conditions may be altered, varied or added to either generally or in respect of any particular hiring at any time by the committee at its absolute discretion without prior notice. Any general alteration, variation or addition shall be published on the Hall notice board.
- (B) In the case of any doubt or dispute arising as to these conditions, the decision of the Committee shall be final.

13. INTERPRETATION

- (A) "The committee" means the management Committee of the Flitwick Village Hall for the time being.
- (B) "hirer" includes the person making an application for the hiring of the Hall and/or the organisation or other person on whose behalf he purports to act
- (C) "The Hall" includes all or any part or parts of the building know as the Flitwick Village Hall and the car park roadways and land adjoining the said building and over which the Committee exercises control.

These conditions commence immediately