

## **Yaxham Village Hall - Terms and conditions to hire.**

The YVAA (Yaxham Village Amenities Association) committee does not wish to impose undue restrictions on the enjoyment and use of the Hall. However, there is a need to ensure that all parties help to maintain the premises in good condition for the benefit of all Hall users. These terms and conditions are intended to contribute to this goal.

### **Booking Conditions**

All bookings must be made through the booking secretary on the correct form. The period of hire must include the time to set up and clear down; YVAA reserves the right to charge for any use of the Hall outside the specified hours. Keys can be collected up to 15 minutes before the agreed hire time. The person by whom the booking form is signed shall be considered to be the hirer and must be over the age of 21. Where a hiring is on behalf of an organisation, the hirer shall have taken to have authority to bind that organisation and that organisation also shall be considered the hirer and shall be jointly and severally liable with the person who signs the application form. The hirer shall use the hall solely for the purpose(s) specified on the booking form.

### **Bar Facility**

A licensed bar can be made available at no extra charge provided the hirer agrees to abide by the licensing laws. Please fill in the relevant part on the booking form. Other than Sherry or Wine for toasts, no alcohol is to be brought into the Hall that has not been purchased from the Bar.

### **Fire and Safety Regulations**

Hirer's attention is drawn to the fire notices displayed in the premises. They should ensure that all users are made aware of these notices and the actions to be taken in case of fire. All exit doors should be tested to ensure they open without difficulty and should not be obstructed during the hire period. All exits should be unlocked and doors fitted with self-closing mechanisms should not be wedged open. Under no circumstances is smoking permitted on the premises. The fire authorities have imposed a restriction on the maximum number of persons that may use the premises at any one time, including staff and performers:-

Meeting room - 50, Hall when used for dancing or a closely seated audience – 150, when used for functions utilising seating at tables – 110. Church room - 75

The hirer shall ensure that highly flammable substances are not brought into or used in any part of the premises and that no internal decorations of a combustible nature (e.g polystyrene, cotton wool) shall be erected without the consent of the YVAA. No gas bottles or naked flames (other than for reasonable use such as birthday cakes etc.) are to be used without permission in writing from the YVAA.

### **Care of Premises**

Other than fixings provided, no additional methods of securing (such as drawing pins, tacks, nails or adhesive) are to be used for decorations, banners etc on ceilings and walls. No modifications or alteration to the electrical and plumbing systems or equipment are to be made without permission in writing from the YVAA. On leaving the premises hirers must ensure that all electrical appliances and lights are switched off, all wash basin and kitchen taps are turned off. Please ensure that all tables and chairs are put back as you found them. Hirers are asked to maintain the cleanliness and remove all rubbish and residues caused by their use of the premises prior to leaving. Please put rubbish in the relevant bins provided at the side of the Hall, any glass bottles should be put in the bottle bank at the car park entrance. Where the hall is left dirty and rubbish not removed then the cost of rectification may be deducted from the deposit. Please ensure the premises are secure and all windows and doors are locked.

### **Liability**

Hirers shall indemnify the YVAA committee against any and all damage to property and persons resulting from the hirer's use of the premises, howsoever caused. Hirers are urged to ensure they have the necessary insurance in place to cover their activities whilst using the Hall. Hirers are also responsible for ensuring all statutory regulations covering their activities are observed including regulations applying to employment, safety and access for physically or mentally handicapped persons, as may be applicable to the hirer's activity, whilst on the premises. Yaxham Village Hall has Health and Safety and child protection policies which must be strictly observed. Details of both can be obtained from the secretary. The YVAA reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or local Election, in which case all payments / deposit paid will be refunded without further liability to the YVAA.

Yaxham Village Hall is managed by the YVAA which is a registered charity No: 275133