

## GREAT HASELEY VILLAGE HALL HIRE AGREEMENT

This Agreement is between

(a) Great Haseley Village Hall Committee, Great Haseley Village Hall, Rectory Road, OX44 7JG (GHVHC, the Committee)

**AND**

(b) \_\_\_\_\_ (the Hirer)

Name & address & contact telephone number(s)

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This agreement is related to the hire of the hall

on \_\_\_\_\_ date(s) between the hours of \_\_\_\_\_ & \_\_\_\_\_

Signature of this agreement represents confirmation of booking.

Responsibilities of the Hirer

- (a) Pay the agreed hire fee of £\_\_\_\_\_, less deposit\* already paid £\_\_\_\_\_ (\*delete if not applicable). NB cheques to be made payable to Great Haseley Hall.
- (b) Indemnify the Committee for the cost of repair or damage to the building or its contents or any losses incurred by the committee arising from the hiring.
- (c) Not to use the Hall for any illegal purpose or in contravention of the law including but not limited to gaming, betting, lotteries.
- (d) Obtain applicable licences as may be required under the law. Alcoholic drinks may be served free but NO sale of alcoholic drinks may be undertaken unless the permission is sought from South Oxfordshire District Council and an occasional Licence for the Building shall be in force.
- (e) Implement all reasonable safety requirements including those set out in Schedule A.
- (f) Prohibit smoking inside the Hall.
- (g) Not to sublet the Building or any part thereof.
- (h) Ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.
- (i) Not to alter fixtures/fitments of any kind. No fixtures/fitments shall be driven into any part of the building.
- (j) Leave the Hall in a clean and tidy condition, properly locked and secured, having checked all the doors and windows.
- (k) Pay in additional costs incurred by the Committee for any cleaning that may be required if the Hirer fails to leave the Hall in a clean and tidy condition.
- (l) The Hirer is responsible for all damage to the building, equipment, furniture and property in the building during the period of the hiring or while persons are entering or leaving the building. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.
- (m) Ensure that the number of people in the Hall never exceeds 150 limit.

Except for wilful negligence on the part of GHVHC, GHVHC shall not be responsible for any loss of, or damage to, the hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify GHVHC against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

We/I have read the above terms and responsibilities and agree to abide by this Hire Agreement.

Signed on behalf of the Hirer

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **SCHEDULE A HEALTH AND SAFETY**

### **1. FIRE**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details provided to the Hall Bookings Secretary. All means of exit shall be kept free from obstruction at all times. The emergency lighting signs must be left on throughout the hiring. The Hirer must acquaint himself/herself with the position of the fire extinguishers and means of operation. No internal decorations of a combustible nature e.g. polystyrene, cotton wool, shall be erected. Explosive and flammable substances shall not be brought into any part of the premises.

### **2. ELECTRICAL**

No electrical appliance shall be brought into the Hall without the permission of the Hall Bookings Secretary. Performances involving danger to the public are prohibited.

### **3. HYGIENE**

The Hirer shall, if preparing, serving or selling food and drink observe the relevant food, health and hygiene legislation. There shall be No Smoking in the kitchen or Hall. No pets are allowed in the Hall. The food hygiene log must be completed and signed as a record of any event where food was available for purchase. Please note that the required forms are stored in the kitchen at the Hall.

### **4. CHILDREN**

The Hirer shall ensure that any activity for children under eight years of age complies with legislation and that only fit and proper persons have access to children.

### **5. RUBBISH**

All empty bottles, cans, paper, food debris and any other waste matter must be cleared from the building and suitably disposed of in the appropriate recycling containers or dustbins provided.

## **PLEASE MINIMISE NOISE DISTURBANCE**

The Hall is in a residential area. Please be mindful and leave as **quietly** as possible. The double set of Emergency Doors in the middle of the Hall should be kept closed during the event. Please use the main entrance at all times.

## **DATA PRIVACY**

At Great Haseley Village Hall we are committed to protecting and respecting your privacy. If you have made an enquiry or booking for the Village Hall we will only use the information you have provided to manage your booking for the Village Hall. Information collected will not be shared with any other organisation and we promise to keep your details safe and secure. We will only keep your data for as long as necessary. If you wish to find out what information we hold or to amend the information, please contact us at [bookings@greathaseleyvillagehall.com](mailto:bookings@greathaseleyvillagehall.com).

**Hall Booking Secretary Hazel Ball**

**m: 07780 604904 e: [bookings@greathaseleyvillagehall.com](mailto:bookings@greathaseleyvillagehall.com)**