

TERMS AND CONDITIONS OF HIRE OF WATFORD VILLAGE HALL, MAIN STREET, WATFORD NN6 7UY

For the purposes of these terms and conditions, the term Hirer shall mean an individual hirer or, where the Hirer is an organisation, its authorised representative as stated on the Booking Form ("the Form").

The use of Watford Village Hall ("the Hall") is to be made in accordance with these terms and conditions for the purpose of the event stated on the Form and or the duration stated on the Form which have been confirmed by a representative of the Hall

1. OBLIGATIONS OF THE HIRER

The Hirer shall,

- 1.1 Be solely responsible for managing the Hall, its contents and facilities and the conduct and behaviour of all persons using the Hall for the duration of the period of hire,
- 1.2 Be solely responsible for the supervision of the car parking arrangements during the period of hire so as to avoid any obstruction of the highway and neighbouring properties,
- 1.3 Not use the Hall for any purpose other than those stated on the Form and shall not sub-hire or use the Hall or allow the Hall to be used for any unlawful purpose nor do anything or bring on to the premises of the Hall anything which may endanger the Hall, the users of the Hall or render invalid any insurance policy of the Hall or that of the Hirer,
- 1.4 Be responsible for obtaining any such licences as may be required for the event and for observance of all such licences,
- 1.5 Not permit any smoking within the premises of the Hall,
- 1.6 Not permit any decoration to be affixed to the Hall which may cause damage to the fabric of the Hall, without the expressed permission of the representative of the Hall,
- 1.7 Ensure that any electrical appliances brought onto the premises and used in the Hall are in good working order, used in a safe manner by appropriately trained users and have the appropriate electrical certifications as may be required by law,
- 1.8 Be responsible for providing, supervising the use of, insuring and supervising the safe removal any special equipment for the purposes of the event, provided the use of such equipment has been agreed on the Form and confirmed by a representative of the Hall. Any special equipment left at the Hall after the booked event and not collected by the Hirer, will be disposed of. Use and removal of such special equipment is at the sole risk of the Hirer,
- 1.9 Not permit any disorderly conduct in the Hall or any exhibition, recitation, acting, singing, dancing which is of an obscene or offensive nature and which may be a nuisance to the users of the Hall or residents in the neighbourhood of the Hall,
- 1.10 Ensure that any persons using the Hall during the event who have caused, are causing damage, distress, danger, annoyance, nuisance or disturbance to any neighbours or other residents in the vicinity of the Hall, are removed from the premises of the Hall.
- 1.11 Be responsible for leaving the Hall including the kitchen, facilities and car park in a clean and tidy condition, properly locked and secured unless otherwise directed by a representative of the Hall. Any property belonging to the Hall which has been temporarily removed from their usual positions as a result of the hire should be properly reinstated or stored appropriately.
- 1.12 The Hirer shall indemnify the Hall for the full cost of all and any repairs or replacement for any items that may have been damaged during the period of hire and for any consequential losses arising from such damage,

- 1.13 Comply with all applicable conditions and regulations made in respect of the Hall by the Fire Authority, Local Authority, Local Magistrates Court or otherwise, including those in connection with any event which includes public dancing or music or stage plays or other similar entertainment,
- 1.14 Ensure that nothing is done in the use of the Hall that would be deemed to be in contravention of any law or regulation.

2. HIRE FEES AND PAYMENTS

- 2.1 Unless otherwise agreed by the representative of the Hall, a non-refundable deposit of 25% of the total fee is payable at the time of booking to the bank details stated on the Form with the balance payable within 7 days prior to the event. If full payment is not received within 7 days prior to the booked event, the Hirer will be contacted and the booking may be cancelled; if the booking is cancelled any monies paid by the Hirer will not be refunded.
- 2.2 If the Hirer cancels the booked event less than 7 days prior to the event, the full fee becomes payable by the Hirer.
- 2.3 The Hall Committee reserves the right to cancel any booking
 - (i) Should the Hall be required for use as a Polling Station for Parliamentary, Local or By-Elections,
 - (ii) Should any part of the Hall being rendered unfit for the use for which it may have been hired.
- 2.3 Should the booking be cancelled in these circumstances, the Hirer will be entitled to a full refund of any deposit or hiring fee already paid.

3. OTHER

- 3.1 The Hall Committee accepts no responsibility for any loss or damage to any personal property of the Hirer or the users of the Hall including vehicles parked whilst on the premises of the Hall for the booked event.
- 3.2 The Hall Committee or its representative reserves the right to enter the Hall during any event for the purpose of checking security, safety, compliance with the conditions of hire contained herein or on the instigation of third party complaints arising from damage, distress, danger, annoyance, nuisance or disturbance to any neighbours or other residents in the vicinity of the Hall.
- 3.3 Should the Hall Committee or its representative consider there is continuing non-compliance with the conditions of hire during the period of hire and the Hirer does not, is unwilling or is unable to correct the non-compliance, the Hall Committee or its representative can immediately cancel the hire without liability.
- 3.4 Should the Hirer have cause for complaint in the use of the Hall or its facilities, the Hirer must notify the Hall Committee or its representative as soon as is reasonably possible. For serious complaints, the nature of the complaint should be detailed in writing and sent to the Hall Committee within 7 days of the Hirer becoming aware of the problem.
- 3.5 Regular Hirers of the Hall wishing to store equipment within the Hall, may only do so with the written agreement of the Hall Committee and the payment of an appropriate storage charge. The Hirer will be solely responsible for insuring and maintaining the stored equipment and, the Hall Committee does not accept any liability for damage to or loss of such equipment whilst stored in the Hall.

4. FORCE MAJEURE

- 4.1 The Hall Committee does not accept any liability for any cancellation resulting from events outside its control; such events including but not limited to: war or threat of war, riots, civil commotion, terrorist threats, industrial disputes, flood, fire, natural disasters, delays or cancellation of transport.