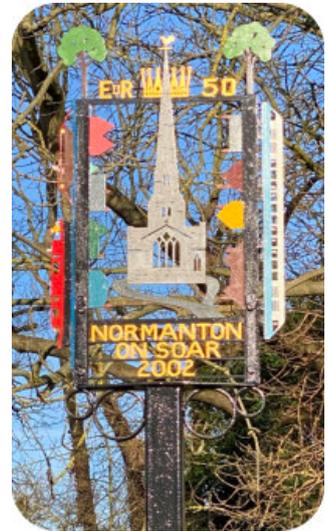


NORMANTON ON SOAR HALL
[INCORPORATING NORMANTON BARS LTD]
STANDARD CONDITIONS OF HIRE

THE ADDRESS OF THE HALL IS
83 MAIN ST, NORMANTON ON SOAR,
LOUGHBOROUGH, LEICS LE12 5HB



For the purposes of these conditions, the term HIRER shall mean an individual hirer, not being a person under 18 years of age or, where the hirer is an organisation, the authorised representative. (Please consult a committee member should any of the following need clarification).

1. Supervision

The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents: their care, safety from damage however slight: or change of any sort and the behaviour of all persons using the premises whatever their capacity: including proper supervision of car parking arrangements so as to avoid obstruction of the highway. CCTV is in operation both in and around the property. The hirer shall ensure that the minimum of noise is made on arrival and departure.

2. Use of the Premises

The hirer shall not use the premises for any purpose other than that described in the hiring agreement [invoice] and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol thereon without written permission.

3.Licences and use of the bar

Please note that, if the bar is in operation for any event, no other alcohol or drinks of any kind are to be brought onto the premises. If drinks are found on the premises the management or designated licence holder reserves the right to close the bar with immediate effect. Anyone found with drinks brought onto the premises will be asked to remove them immediately. Where agreement has been made for the hirer to supply drinks for a toast etc a corkage charge will be made at the current rate - please ask for details. The hall's licence does not extend to the sale of alcohol by anyone other than the designated licence holder. Occasional licencing arrangements should be made by the hirer for any sale of alcohol by the hirer. Appendix 1 to these conditions lays out the conditions in operation for the use of the bar.

The hirer shall ensure that they hold the relevant licences to permit the use of copyright music in any form eg record, compact disc, tape, radio, television, or that Normanton on Soar Village Hall [incorporating Normanton Bars Ltd] holds it.

4.Gaming, Betting and Lotteries

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5.Public Safety Compliance

The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. The playing of any music should cease at 11.30pm.

The hirer is responsible for noting the instructions relating to fire procedures which are posted in the entrance hall, main hall, meeting room and kitchen. Before any event the hirer should ensure that all escape routes are free of obstruction and can be safely used, fire doors are not wedged open and that there are no obvious fire hazards on the premises.

All doors and windows should be shut at 10:30pm out of courtesy for nearby residents.

6. Health and Hygiene

The hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

7. Smoking

The hirer shall ensure that no smoking takes place anywhere in the building. Smokers are reminded to use the outside bins provided.

The use of smoke/haze machines is not permitted due to the sensitivity of the fire alarms.

8. Electrical and Gas Appliance Safety

The hirer shall ensure that any electrical appliances brought onto the premises are tested under the usual regulations and be safe and in good working order. Where a residual circuit breaker is provided under terms of the PEL or CPL, the hirer must make use of it in the interests of public safety. No gas appliances should be brought onto the premises.

9. Toilets

The hall toilets will be used by staff and customers of the community shop at the rear of the building during shop opening hours.

10. Indemnity

The hirer shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring. A deposit may be required; refundable in full after the event if there is no loss or damage to the property.

11. Insurance

The hirer shall be responsible for making arrangements to insure against any third party claims, which may lie against him or her (or the organisation if acting as a representative) whilst using the Hall. (The Hall is insured against any claims arising out of its own negligence).

The hirer should ensure that a copy of any insurance policy relating to the hire of bouncy castles or other equipment brought into the hall is provided before a booking can be confirmed.

12.Accidents and Dangerous Occurrences

The hirer must report all accidents involving injury to the public by completing the accident book in the First Aid Box located in the kitchen. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences regulation 1995.

13.Animals

The hirer shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time.

14.Compliance with The Children Act

The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children (See VHIS No.5)

15.Fly Posting

The hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Hall, and shall indemnify the Committee accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

16.Sale of Goods

The hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organisers name and address and that any discounts offered are based

only on Manufacturers Recommended Retail Prices. Members of the public should not be charged an entry fee to the hall for such sales.

17.Cancellation

If the hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of any deposit shall be at the discretion of the Committee. The committee 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 Government election or bi-election, or to shelter residents affected by a local emergency in which case the Hirer shall be entitled to a refund of any deposit already paid.

18.Unfit for Use

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

19.Refusal of Booking

The committee reserves the right to refuse a booking without notice or to cancel a hiring agreement at any time whether before or during the term of the agreement upon giving 7 days notice in writing to the hirer. The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Committee. The Committee shall not be liable to make any further payment to the hirer.

20.End of Hire

The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced . Failure to comply with this requirement may result in the retention of all or part of the security/cleaning deposit. Information regarding the erection of tables and storage of furniture is contained in the "Guidance for Users" information sheet. Cleaning equipment is provided. With respect to evening events, the building is to be vacated by midnight, and this should be taken into consideration when booking taxis etc.2

21.Hire charges

Current hire charges are displayed on the Hall pages of the village website www.normanton-on-soar.co.uk. The committee will give as much notice as possible of any increases in hire charges when advance bookings are made. An invoice will be raised at the time of the booking; any deposit should be paid on receipt of the invoice; final payments should be made by the date shown on the invoice. No hire will be permitted to take place if full payment has not been received prior to the hire.

22.Stored equipment

The committee accepts no responsibility for any stored equipment or other property brought onto or left on the premises, and all liability for loss or damage is hereby excluded. All equipment and other property [other than stored equipment] must be removed at the end of each hire or fees will be charged for each day until the same is removed.

23.Arrangements for rubbish

The hirer shall be responsible for the removal of all rubbish from the hall, including the kitchen bin, at the end of the hire. Rubbish bags are provided for this purpose. Bins are available at the side of the hall. Re-cyclable rubbish should be separated from household waste. Instructions are given in the notes for guidance issues at the start of the hire. Glass is not collected by the local authority, and should on no account be put into either the household waste bins or the recycling bin. The nearest bottle bank is in Moor Lane near its junction with the A6006. Failure to comply with this instruction may result in the retention of all or part of the security/cleaning deposit.

24 Sound System

The hirer shall be responsible for any loss or damage to any parts of the sound system used by the hirer during the course of the hire.

25 Data Protection Policy

A data protection policy is in place; a copy can be obtained on application to the booking officer.

Appendix1 - Bar Facilities

1 In the event that the use of the hall bar is provided, please read the main conditions of hire point 3. These premises are licensed, and should be treated in the same way as any other establishment licensed for the sale of alcohol.

2 For events of less than 50 people attending a small charge will be payable, please contact the booking clerk for further details.

3 If alcohol is supplied free by the hirer a license is not normally required, but please check with Rushcliffe Borough Council to confirm that this is the case and, if a license is required, please obtain one directly from the council.

4 If alcohol is supplied, and is to be sold by the user, a temporary event notice will be required from Rushcliffe Borough Council. Please allow sufficient time to obtain the licence as your event will not be able to proceed without a licence.

5 If the bar has been booked for an event, and alcohol is provided (by agreement) by the hirer prior to the opening of the bar, the normal corkage charges will apply.

6 In the event that drinks including cask ale are provided at the request of the hirer, then a charge will be made for any items not sold (including part barrels of cask ales - due to short life).

7 The committee reserve the right to deduct the costs in points 5 & 6 of appendix 1 from any deposits held (including deposits held for security/cleaning)