

## MEMORIAL HALL AT ANGLE END GREAT WILBRAHAM

### STANDARD CONDITIONS OF HIRE

FOLLOWING THE PANDEMIC, WE ASK ALL HIRERS TO HELP US PROTECT HALL USERS BY ACTING IN A COVID-SAFE MANNER.

PLEASE SEE SAFETY RULES ATTACHED

WE ARE A NO SMOKING VENUE

NOTE 1. The hire includes NON-EXCLUSIVE USE of the veranda.

2. The recreation ground may be in separate use for sport.

You will ensure that no more than 80 attend your event in the main hall and 20 in the small hall to allow for social distancing.

1. The Hirer, during the period of hiring, must ensure that,

(a) the use of the - premises, the fabrics and the contents is properly supervised, including

(i) the behaviour of all persons using the premises whatever their capacity, and

(ii) there is proper supervision of car-parking arrangements so as to avoid obstruction to the highway;

(b) damage to the premises or their contents is prevented-no adhesive of any kind is to be put on the walls, please use hooks provided for decorations. Any damage caused by the use of an adhesive will be charged at £50.00.

(c) no alteration is made to the premises and that all the contents are replaced in their original positions at the end of the hire.

2. The Hirer must not

(a) sublet or use the premises for any unlawful purpose or in any unlawful way,

(b) do anything, or bring onto the premises, anything which may harm the reputation of Wilbrahams Memorial Hall or cause any insurance policies in respect thereof to be cancelled or invalidated.

3. The Hirer

(a) must obtain all or any licences that may be needed whether for the consumption of alcohol, or from the Performing Rights Society, and

(b) must ensure compliance with the provisions of all or any licences obtained for the hiring and of all other requirements appertaining to the premises made by the Fire Authority, Local Authority or any other Authority authorised by law to regulate the premises and their use.

4. (a) Subject to the provisions of this condition the Hirer must ensure that the windows on the Angle End side of the premises remain closed to comply with noise pollution prevention requirements.

(b) Exceptionally, by prior exceptional arrangement with the Committee of the Hall only, the windows may be opened during daytime, but the Hirer must ensure that the windows are closed and locked before 7.00 p.m.

5. The Hirer by signing this Agreement agrees to indemnify the Committee against (a) the cost of repair of any damage done to any part of the premises or (b) the cost of repair or replacement of the contents of the building destroyed, damaged or lost during or as a consequence of the hiring, (c) pay an additional cleaning charge of £15.00 or such higher amount as may have been incurred by the Committee in the event of failure to fully comply with paragraph 8 below.

6. The Hirer must pay the hiring fee in full, allowing for any deposit already paid on booking, no later than 28 days before the event.

7. If the Hirer cancels the booking the hirer must pay  
(a) the full amount of the hiring fee if the cancellation occurs less than 6 weeks before the date of the proposed event, or  
(b) a cancellation fee of £50.00 in any other case.

8. At the end of the hiring, the Hirer  
(a) must leave the premises and surroundings in a clean and tidy condition and must replace any contents temporarily removed from their usual positions;  
(b) in particular must ensure that the kitchen is fully cleaned and that all crockery, cutlery and utensils have been put away as found. (Tea towels are not provided)

#### SCHEDULE OF SPECIAL CONDITIONS

The hire is of the entire Memorial Hall building OR  
The hire is of part of the Memorial Hall building and the Hirer shall ensure cooperation with any hirer of the other part of the building

SIGNED by the parties hereto:

Signed by the Hall Secretary on behalf  
Of the Village Hall Management Committee:

Signed by the Hirer or on behalf of the  
Organisation the Hirer represents:

DATE: