



## **Glasbury (Radnor) Village Hall Conditions of Hire**

### **1. Introduction**

- 1.1 Use of Glasbury (Radnor) Village Hall is subject to the following Terms and Conditions.
- 1.2 By making a booking and using the hall, the hirer accepts and agrees to these Terms and Conditions.
- 1.3 Any incident arising from a breach of the Terms and Conditions of Hire will be the sole responsibility of the hirer.

### **2. Booking Fees**

- 2.1 The hirer must pay the balance of the booking fee on the conclusion of the event for which they hire the premises.

Main Hall Hire Fee £12.00 per hour

Anteroom Hire Fee £6.00 per hour

### **3. Use of the hall**

- 3.1 The hirer must be 21 years of age or older.
- 3.2 The hirer shall not use the premises for any purpose other than that agreed with the secretary and shall not allow the premises to be used for any unlawful purpose or in any unlawful way.
- 3.3 The hirer must comply with the following:
  - All equipment used, including tables and chairs, to be packed away safely and in the correct place at the end of the hire period.
  - The Premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire
  - All breakages must be reported to the secretary.
  - All lights, except emergency and security lights must be switched off.
  - Any internal doors and cupboards previously locked must be relocked
  - Ensure that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons
  - No animals, except assist dogs are brought into the building, without written permission of the Village Hall
  - The code for the key safe and building alarm will not be shared with any third party

### **4. Hall capacity**

- 4.1 The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall: 120  
Ante room:

## **5. Music**

- 5.1 The hall has a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

## **6. Sale and/or consumption of alcohol**

- 6.1 The hirer shall not allow the consumption of alcohol on the premises without written permission of the hall secretary.
- 6.2 The hirer shall ensure that alcohol is not served to any person under the age of 18 years.
- 6.3 The hire shall ensure no excessive noise occurs, particularly late at night or early morning.

## **7. Cancellation**

- 7.1 No charge will apply if a booking is cancelled with 48 hours prior to a booking.
- 7.2 The Village Hall reserves the right to cancel, amend or refuse a booking.

## **8. Health and safety**

- 8.1 The hirer shall ensure that all fire exits in the hall they have booked are kept clear at all times.
- 8.2 The hirer shall ensure that the fire brigade is called to any outbreak of fire and details given to the Village Hall secretary.
- 8.3 The hirer must comply with the Food Safety (General Food Hygiene) Regulations, & Health and Safety at Work Regulations as well as Child Protection Legislation and Procedures.

## **9. Car parking**

- 9.1 Vehicles are parked at the owner's risk and may be parked only in the marked spaces.

## **10. Insurance**

- 10.1 The Village Hall's Public Liability Insurance shall be extended to each organisation or person with an agreed booking of the hall, subject to their fulfilment of the Terms and Conditions of the cover (available on request).
- 10.2 The hirer is responsible for ensuring that any third party has relevant and appropriate insurance, which shall include public liability insurance.
- 10.3 If the hirer is operating as a business they are responsible for ensuring that they have relevant and appropriate insurance, which shall include public liability insurance.
- 10.4 The hirer shall indemnify the Village Hall against any damage or loss caused.