

# CONDITIONS OF HIRE for The Victory Hall, Farley Hill RG7 1TR

Below, the hirer/you is the person hiring the hall. The Trustees/we/us/our are the Trustees of The Victory Hall.

1. This agreement is for your use of the premises for the event booked and the car park for parking vehicles during the hire period. The agreement does not confer any tenancy or other right of occupation on the Hirer. The hirer is not permitted to sub-let the premises.
2. The booking is only confirmed once you have paid the full hire fee and security deposit, and we have confirmed the booking.
3. In the event of cancellation by the hirer, there is a 75% refund if the hire is cancelled 30 or more days in advance of the first hire date, a 50% refund if cancelled between 29 and 8 days and no refund if cancelled at 7 days or less. The day before the first hire date is day 1.
4. The Trustees may cancel the hire at any time by written notice to the Hirer (including email) if the premises become unfit for use, the premises are required for use as a polling station or if the Trustees reasonably consider that the hire would lead to a breach of licensing conditions or the carrying out of unlawful activities.
5. The hall is licensed for various entertainments and for the sale by retail of alcohol. If you plan to sell alcohol, you must get our written agreement and then apply for a Temporary Event Notice from Wokingham District Council. Allow sufficient time for this.
6. The Hirer must make sure that any electrical equipment brought into the hall is in good and safe working order. Please note that electrical safety equipment is fitted to the hall and may trip if faulty equipment is plugged in, causing a complete loss of power.
7. If using the garden, the hirer acknowledges the presence of the LPG tank and will ensure no flame is used within 5m of it.
8. If the hirer is doing any unusual activity, the hirer must carry out a risk assessment and supply a copy to us at least 7 days before the event along with an insurance certificate that covers the activity. In the case of a bouncy castle, we need to see the supplier's insurance certificate.
9. The hirer shall not allow any open flames, fires, fireworks or like be used at any time without the express permission of the Trust.
10. Fire Extinguishers are provided within the hall plus a fire blanket in the kitchen and the Hirer agrees to note their locations and the locations of the three, marked, emergency exits before the event starts. The assembly point is the far end of the car park, opposite the main gate.
11. If the kitchen, bar and/or any of their contents (equipment, cutlery, crockery, glasses etc.) is used during the hire, the hirer is responsible for any losses, breakages, or damage and for washing and returning the items to their usual storage places.
12. To avoid damage to the premises, the only method of putting up decorations is using low tack tape supplied by the Trust. Use of any other method of fixing (blu tac, white tac, cello tape, pins etc.) is not allowed. Do not attach anything to any lights, speakers, or pictures (safety).
13. The Hirer shall indemnify and keep indemnified the Trustees against the cost of the following during the hire period:
  - a. Any repair or replacement necessitated by damage done to any part of the premises or its contents during the hire. Note that this is not limited to the security deposit amount.
  - b. All claims in respect of lost property or injury to persons arising from their use of the premises. Note that this is not limited to the security deposit amount.
14. The Hirer is responsible for:
  - a. The supervision of the premises (the building and the contents, surrounds, garden, and car park).
  - b. The safe use of the premises, including compliance with relevant Health & Safety, Licensing and Food Hygiene laws.
  - c. The legal use of the premises, including obtaining and complying with any necessary licences.
  - d. Not allowing the premises to be used for any unlawful purpose, unlawful activity or in any unlawful way.
  - e. Not to do nor bring on to the premises anything which may endanger the premises or guests or compromise any insurance policies in force (a copy of our insurance can be made available on request).
  - f. Not allowing smoking indoors at all and outside only in the permitted area by the main entrance, where the ash can is fixed.
  - g. The security of the premises, including controlling admission and refusing admission to those not entitled to be there.
  - h. Not exceeding the maximum safe capacity of the premises, of 100 people.
  - i. The supervision of car parking arrangements to avoid obstruction of the exit and of Church Road.
  - j. The behaviour of all persons using the premises during the event, whatever their capacity.
  - k. Ensuring people enter and leave the premises in an orderly manner and without causing disturbance to neighbouring residents.
  - l. The safety of all children who attend an event in the hall, including any required safeguarding checks on adults present.
  - m. Completing an entry in the accident book (with the First Aid Kit in the kitchen) if any accident occurs during the hire period.
  - n. Notifying the relevant emergency services without delay if the need arises (then call the Trustees using the emergency numbers).
  - o. Notifying the Trustees of any faults discovered, or damage caused, so they can be rectified.
15. The Hirer must ensure that no amplified sound or Live Music is played outside the building at any time unless specifically agreed in writing with the Trustees.
16. For Hirers using the hall in the late evening, all windows and doors are to be closed after 21:00 hours, except during access and egress, and noise should be virtually inaudible at the nearest property.
17. The Hirer is responsible for removing from the premises, its surrounds and car park all bottles, containers, food, packaging, decorations and similar at the end of the hire and for leaving the premises in a hireable condition. The Trustees reserve the right to charge for any cleaning or rubbish disposal required after the end of the hire to return the premises to a hireable condition, not limited to the security deposit. We encourage you to separate and recycle your rubbish rather than sending it all to landfill.
18. The Hirer agrees to terminate their event at such a time as will allow for the hall to be vacated, cleaned and closed by the agreed departure time. If you are running more than 15m late, you must call the Trustees on the emergency numbers (in the green folder in the bar) before the scheduled end of your hire. You will be charged for extra time. Failure to call may result in your entire security deposit being forfeited.
19. Please ask your guests to respect the nearby residents' right to quiet by minimising noise when leaving and by not dwelling in the car park.
20. At the end of the hire, the Hirer will leave the premises, its surrounds, garden and car park in as tidy a condition as they found it, ready for the next hirer, and any item temporarily removed from its usual position shall be returned to its usual position.
21. During the hire, the bowling green may be in use by another group. They have access to an outside toilet and will not enter the hall.
22. The Trustees always reserve the right of entry to the hall at any time and will identify themselves upon arrival.
23. Please ask us if you are unsure about any of these conditions or how they apply to your hire.