

STANDARD CONDITIONS OF HIRE - Horndon on the Hill Village Hall

"HIRER" means the individual or organisation booking the hall. If anything is unclear, contact the Bookings Secretary.

1. **Bookings:** Email the Bookings Secretary with event details and expected attendance.
2. **Payments & Deposits:** £100 damage deposit + 25% of hire fee due at booking. Booking confirmed when paid. Balance due 30 days before the event unless agreed otherwise. Regular hirers billed monthly.
3. **Late Bookings:** Bookings made within 30 days of the event must be paid in full immediately.
4. **Multi-Day Hire:** Deposit at booking; balance 30 days before event.
5. **Cancellations:** 50% of fee if cancelled 7-30 days before; 100% if within 7 days.
6. **Damage:** Hirer responsible for any damage; report within 48 hours.
7. **Capacity:** Max 150 people.
8. **Supervision & Safety:** Hirer responsible for safety, behaviour, building, contents, and not obstructing public areas.
9. **Permitted Use:** Only for the event stated; sub-hire or illegal use prohibited.
10. **Alcohol & Conduct:** No illegal drugs. BYO alcohol allowed if lawful and not causing nuisance. Alcohol may not be sold or provided as a bar. Manage alcohol responsibly.
11. **Closing Time:** Vacate by the agreed time.
12. **18th Birthdays:** Only with written committee approval.
13. **Licences:** Hirer must obtain any required licences (PRS/PPL, etc.). The hall does not hold a TV or film licence.
14. **Noise:** Keep amplified music reasonable; doors/windows closed when in use.
15. **Fire Safety:** Keep exits clear; know procedures and extinguisher locations.
16. **Fire Risks:** No fireworks, fire pits, Chinese lanterns, combustible decorations, or BBQs.
17. **Heating & Cooking:** No extra heaters or cooking appliances without approval. Cooking only in the kitchen; LPG heaters not allowed indoors.
18. **Hazardous Substances (COSHH):** COSHH stands for **Control of Substances Hazardous to Health**. It means any chemicals, cleaning products, or other substances that could harm people must be used safely. You cannot bring hazardous materials into the hall without written permission from the committee.
19. **Balloons:** Helium balloons must be weighted; do not release indoors or outdoors.
20. **Safeguarding:** Activities with children/vulnerable adults must follow safeguarding laws; policies or DBS evidence may be requested.
21. **Food Hygiene:** Comply with food hygiene legislation.

- 22.**Electrical Items:** Only safe, compliant equipment. No unsafe plug adapters or extension leads.
- 23.**Inflatables:** Bouncy castles require prior notice, insurance, and supervision. No Didicars or similar ride-on toys.
- 24.**Dogs:** Only guide or assistance dogs allowed.
- 25.**Smoking:** No smoking indoors.
- 26.**Decorations:** No tape, Blu-Tack, adhesives, or use of window frames/beams. Drawing pins only on display boards.
- 27.**End of Hire:** Leave the hall clean, tidy, locked, lights/appliances off, windows closed, and furniture/items returned. Take rubbish unless agreed otherwise.
- 28.**Security Codes:** Do not share access or alarm codes.
- 29.**External Areas:** Do not block public access without permission.
- 30.**Committee Cancellation:** Bookings may be cancelled for Polling Station use; full refund provided.
31. **Unavailability:** If the hall is unusable, the committee is not liable for any loss or damage.