



**CONDITIONS OF USE
VILLAGE HALL, VILLAGE WAY, CRANLEIGH, GU6 8AT**

To be retained by the applicant.

These conditions apply to all hiring of a room or rooms in Cranleigh Village Hall. For the purpose of these conditions, the term HIRER shall mean an individual hirer or where the hirer is an organisation, their authorised representative.

1. The Parish Council reserves the right to refuse any application received for hire of the Hall.
2. Fees are payable in advance based on the current rate at the date of the function.
3. The Hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of the hire or duration of the activity.
4. A refundable deposit will be required at least 14 days in advance for all bookings. This is to cover any damage caused during the period of hire (including accidental damage) to the premises/fixtures/ fittings, any loss of contents and any additional cleaning that maybe required after the hire. If for any reason the deposit does not cover the cost the Parish Council will demand an additional payment. The deposit must be paid by cheque, made payable to Cranleigh Parish Council.

For commercial hirers, discos, parties and weddings this will be £250.

For other hirers this will be £50.

Cheques will be banked at the discretion of the Clerk and providing that no extra charges have been incurred, deposits will be refunded by cheque within 14 days of the hire.

5. Commercial hirers and community organisations must provide their own insurance cover and a copy of the relevant insurance schedule must be supplied to the Parish Council office prior to date of hire. For private hirers, a charge for insurance cover may be added to the fee.
6. The hiring of the premises, or any part thereof, is personal to the Hirer who may not transfer to or part with or share possession with any other person or organisation during the hire period.
7. Striptease acts are not permitted, nor are any acts or shows that are, in the opinion of the Council, indecent or unsuitable for a Village Hall. It is the practice of the Local Authority to inspect, without notice, premises in respect of which licences have been granted to ensure that the licensing regulations are being complied with.
8. Discos and Parties are allowed at the discretion of the Village Hall Committee. Under 21s must provide written confirmation that at least six responsible adults will be in attendance for the entirety of the party/disco.
9. Cancellations are accepted if three months written notice is given. Otherwise the full fee must be paid. One off cancellations due to extreme weather conditions may be subject to a refund depending on individual circumstances, in which case an administration fee will be levied.

10. **Hirers are solely responsible for their possessions and effects left at the Hall.**
11. **The Parish Council reserves the right to close the Village Hall or part thereof having given at least one months notice. In the case of an emergency, it might become necessary to close the Hall without any notice. Under these circumstances a refund would be made.**
12. **The use of dry ice, naked flames, fireworks and candles (apart from small decorative candles for celebration cakes and chaffing dishes) are not permitted at the Hall. Flammable substances, including gas cylinders, must not be used in any part of the building.**
13. **The Hirer shall ensure that any electrical appliance brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner.**
14. **If a licence is required in respect of any activity in the premises, including the playing of copyright music, the Hirer shall be responsible for checking that the premises are properly licensed or for obtaining the relevant license.**
15. **Alcohol may not be bought, or sold on the premises without first obtaining a licence. See Booking Form for details.**
16. **The Hirer shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be stored in compliance with Food Temperature Regulations.**
17. **All accidents involving injury should be reported to the Caretaker/Clerk and entered in the Accident Book with a signature.**
18. **The Parish Council accepts no responsibility for any stored equipment brought in or left at the premises, and all liability for loss or damage is hereby excluded.**
19. **The Hirer or their nominated individual must familiarise themselves with procedures in case of a fire (including the fire evacuation instructions) and the fire evacuation book must be signed to say that they have done so. For regular users it will be sufficient to sign every 3 months rather than at every visit.**
20. **All means of exit from the premises must be kept free from obstruction and immediately available for instant exit. All fire exit signs must be illuminated during the whole of the time the premises are occupied.**
21. **Hirers' equipment (other than that authorised) must be removed from the Hall after each hiring e.g. unsold items from a jumble sale. Unclaimed items will be disposed of after seven days and any cost involved recovered from the Hirer.**
22. **The premises must be left in a clean and tidy condition and all refuse disposed of, otherwise Cranleigh Parish Council shall be at liberty to make an additional charge.**
23. **The Hirer shall ensure that no animals (including birds) except guide/hearing dogs are brought into the premises, other than for a special event as agreed by the Village Hall Committee. No animals whatsoever are to enter the kitchen at any time.**
24. **The Hirer shall comply with all conditions, regulations and statutory legislation made in respect of the premises.**