



# Hall Hire

For booking enquiries  
Phone 07582 954162

**Please retain this copy for your records**

**Thank you for your booking, we hope that you enjoy the facilities at  
Radwinter Village Hall**

Name .....

Date of Booking .....

Type of Function .....

.....

Duration of Hire: From ..... To .....

**Hire Charge: £                      per hour**

**NB    Please remember to book extra time for setting up/clearing the hall if you need it.**

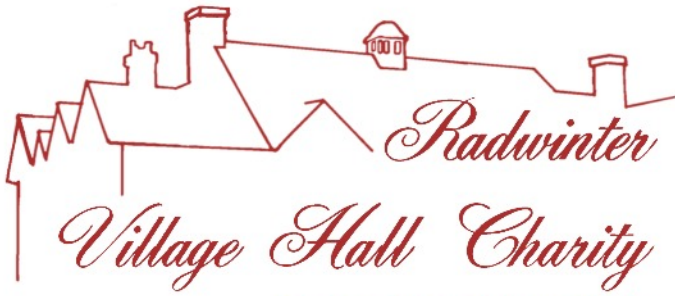
We are delighted that you have chosen Radwinter Village Hall for your function. We hope that you will enjoy our lovely hall but if there are any comments you would like to make we will be pleased to hear from you. In order to maintain the hall in good condition we ask that you read and observe the attached Conditions of Hire.

**Total hire charge    .....**

**Deposit                      .....**

**Please enclose 2 separate cheques payable to Radwinter Village Hall Charity**

**Signed ..... FOR RADWINTER VILLAGE HALL**



Registered Charity No. 1145756

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**Thank you for your booking, we hope that you enjoy the facilities at  
Radwinter Village Hall**

Name .....  
(Please print)

Address .....

.....

Telephone No .....

Date of Booking .....

Type of Function .....

.....

Duration of Hire: From ..... To .....

**Hire Charge: £                      per hour**

**NB    Please remember to book extra time for setting up/clearing the hall if you need it.**

We are delighted that you have chosen Radwinter Village Hall for your function. We hope that you will enjoy our lovely hall but if there are any comments you would like to make we will be pleased to hear from you. In order to maintain the hall in good condition we ask that you read and observe the attached Conditions of Hire.

**I have read and understood the Conditions of Hire**

**I enclose £50 Deposit, plus separate cheque for hire charge  
(Cheques payable to Radwinter Village Hall Charity)**

Signed .....

Date .....



# Hall Hire

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Phone 07582 954162

## **Conditions of Hire**

1. Deposit: A refundable deposit of £50 is to be sent with the completed copy of the booking form to: Mrs D. Camp, Jarrards, Church Hill, Radwinter, Saffron Walden, CB10 2SX. This will be returned not later than 7 days after the function so long as the hall and contents are left in a satisfactory condition.
2. Please confirm arrangements for opening the hall with Sue Bright: 01799 599396.
3. Supervision: The Hirer must be over the age of 18 and will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
4. Numbers in hall: Maximum 80 if any are seated and 100 if all are standing. This is a Fire Authority regulation.
5. Use of Premises: The Hirer shall not use the premises for any other purpose other than that described on the booking confirmation form and shall not sub-hire or use the premises or allow the use of the premises for any unlawful purpose or in any unlawful way nor do anything nor bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
6. Licences: The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale of alcohol or the Performing Rights Society or otherwise and for the observance of the same.
7. Gaming, Betting and Lotteries: The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
8. Public Safety Compliance: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, The Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. The Hirer shall be responsible for all Health & Safety issues when using the Village Hall and are required to carry out their own Health & Safety audit in relation to their activities.
9. Health and Hygiene: The Hirer shall, if preparing, serving or selling food observes all relevant food health and hygiene legislation and regulations.
10. Electrical Appliance Safety: As part of the Village Hall's Fire Prevention Policy, the Hirer shall ensure that ALL electrical appliances brought into the Village Hall must have passed a Portable Appliance Test, and must be used in a safe manner.

11. Indemnity: The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property (taking into account fair wear and tear), including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him or he (or the organisation if acting as a representative) whilst using the Village Hall (the Village Hall is insured against any claims arising out of its own negligence).

12. Accidents and Dangerous Occurrences: The Hirer must report all accidents involving injury to the public to a member of the Management Committee as soon as possible. Any failure of equipment belonging to the hall must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Local Authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

13. Bouncy Castles: The Hirer shall be responsible for ensuring adequate liability insurance if hiring a bouncy castle for use in the Hall.

14. Animals: The Hirer shall ensure that no animals or birds (except guide dogs) are brought onto the premises other than for a special event agreed to by the Committee. **No animals whatsoever are to enter the kitchen at any time.**

15. Compliance with the Children Act: The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons have access to the children.

16. Sale of Goods: The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall the Organiser's name and address and that any discounts offered are based only on the Manufacturers' Recommended Retail Prices.

17. Cancellation: The Committee reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station, emergency location for Primary School or any other emergency event, in which case the Hirer shall be entitled to a full refund of any deposit already paid. If The Hirer wishes to cancel a booking within 48 hours of the agreed date he or she will be liable for a cancellation fee of 50% of the total hire charge.

19. Unfit for Use: in the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

20. Refusal of Booking: The Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Committee. The Committee shall not be liable thereafter to make any further payment to the Hirer.

21. End of hire: The Hirer shall be responsible for leaving the premises and surrounding areas in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily moved from their original positions properly replaced and all rubbish is to be removed from the Hall and surrounding areas and disposed of otherwise an additional charge may be incurred.

22. Noise: The Hirer shall ensure that the minimum of noise is made on arrival and departure.

23. All events must finish by 12 midnight to respect those living in the cottages attached to the hall.