Tretower Village Hall: Standard Terms & Conditions

1.   All arrangements must be to the satisfaction of, and without cost to, the Village Hall Committee (hereafter referred to as "the **Committee**"). If the **Committee** finds it necessary to provide any service or any special supplies in connection with the varied potential uses of the hall (hereafter referred to as "the **Activity**") by those wishing to make use of the hall (hereafter referred to as "the **Hirer**"), whether at the request of the **Hirer(s)** or not, the **Hirer(s)** will be required to reimburse the said **Committee** for any additional costs incurred.

2.   The **Hirer(s)** shall use the premises at their own risk, and no liability shall attach to the **Committee** in respect of any loss or damage to property belonging to the **Hirer(s)** – or any guest of the **Hirer(s)** – in the premises or in any way arising out of the condition of the premises or otherwise howsoever.

3.   Any damage that may be done as a result of the **Activity** must be made good, or the cost of so making good defrayed.

4.   No decoration which requires fixing to the walls or ceiling of the hall may be used without the express permission of the **Committee**.

5.   The **Hirer(s)** shall indemnify, and keep indemnified, the **Committee** against all liability regarding any actions, claims, demands, proceedings, damages and all legal costs or other expenses in respect of any loss or damage or personal injury (including death) which arises out of or in connection with the **Activity** EXCEPT to the extent that the loss, damage or injury is caused by the negligent or wilful act of omission of the said **Committee**.

6.   For Health & Safety reasons it is not permitted to use candles or any other form of naked flame, or any smoke or heat-producing equipment in the hall without the express permission of the said **Committee**. Any electrical apparatus brought in must have a valid **P**ortable **A**ppliance **T**est (PAT) certificate, and the **Committee** reserves the right to disallow the use of any item which has no certificate and appears to constitute a hazard to life or property. A strict "no smoking" policy is also in place within the hall.

7.   All equipment and any litter/recycling or waste material must be cleared away from site promptly when the **Activity** has finished; <u>failure to do so will incur a £25.00 per bag charge.</u>

8.   The **Committee** reserves the right to withdraw an offer to host the **Activity** in the event that any of the above conditions are contravened; in such cases, any refund(s) will be at the discretion of the **Committee**.

9.   <u>**BOOKING**</u> – the **Committee** will hold a provisional booking for a specified date on behalf of the **Hirer(s)** for a maximum of one calendar month. The **Hirer(s)** will be asked to provide details of the proposed **Activity**; upon receipt of these details the **Committee** will provide written acknowledgement as confirmation of the booking.

10.   <u>**PAYMENT**</u> – a 50% non-refundable deposit is required to be submitted with the completed application form, and the booking will not be considered to be finally confirmed until the said deposit has been received. <u>The balance is due within 14 days of the receipt of the invoice</u>, though the **Committee** reserves the right to request full payment on confirmation. Electricity is charged at cost per unit, the meter is read on arrival and departure and invoiced accordingly.

11.   <u>**CANCELLATION**</u> – in the event of the cancellation of any booking after written confirmation by the said **Committee**, the **Hirer(s)** shall pay a cancellation fee calculated as follows:

•   if notice is received less than 48 hours prior to the date of the **Activity**, then the full amount of the hire fee becomes payable;

•   otherwise the deposit paid will act as the cancellation fee (unless the date can be re-let, in which case the fee shall be 20% of the deposit).

I agree to accept and abide by these terms & conditions for the use of Tretower Village Hall:

For use on:

Signed:

Name:

Address:

On behalf of:

Dated: