



Henham Village Hall Hire Agreement

Please complete this form in duplicate. One copy for your records and one for ours.

The terms and conditions of hire are below.

Hire Rates

Days	Residents/Charities	Non-Resident/Commercial
Weekdays	£11.00 per hour	£15.00 per hour
Weekend Daytime	£13.00 per hour 2 Hour Minimum	£16.00 per hour 2 Hour Minimum
Weekend Evening 5pm -12pm Fri, Sat Sun	£16.00 per hour 2 Hour Minimum	£19.00 per hour 2 Hour Minimum

Name of hirer:			
Date of Birth:			
Organisation (if applicable)			
Address			
Post Code			
Telephone Number			
Email Address			
Date(s) of Hire	Times From	Times To	Purpose

Fee Details

	Rate	Quantity	Sub Total
Hire Fee	£11/£13/£15/£16/£19		
Deposit	£100 Standard Deposit £500 Weekend Eve Parties		
TOTAL	-	-	

The Hirer shall pay the deposit at the time of booking. The balance of the Hire Fee together with the deposit is payable one week prior to the event for which the hall is hired. The deposit will be returned after the event assuming that no damage to the premises has occurred.

Your Bank Details to enable the deposit to be returned.

Account Name:	Sort Code:	Account Number:

Henham Village Hall Details

Registered Charity No.	301340
Address	Henham Village Hall, High Street, Henham, Bishop's Stortford CM22 6AS

Bank Details	Name: Henham Village Hall Bank: Santander Account Number: 80729403 Sort Code: 090151 WHEN MAKING PAYMENT PLEASE USE PAYMENT REFERENCE USING YOUR SURNAME AND DATE OF HIRE E.G. Smith14Oct
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Please Sign and date below:

Hirer:..... Booking Secretary:.....

Date:..... Date:.....

We hope you have a great time hiring the hall, you are welcome to decorate it for your event but please avoid using, pins, nails, or sticky tape on the walls. Please make sure you leave the hall clean and tidy , cleaning up any spillages, taking your rubbish away and completing the hall hire checklist to be found [here](#).

By signing this form, you are confirming that you have read and understood the conditions of hire. See below for the full conditions of hire.

Before signing, please read through the Conditions of Hire below.

Standard Conditions of Hire

(If any Hirer is in any doubt as to the meaning of the following, please contact the Booking Secretary immediately.)

1. **THE HIRER** will, during the period of the hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight; or change of any sort and the behavior of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.
2. **THE HIRER** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
3. By signing the booking form **THE HIRER** is stating that they have read the Village Hall Committee's Health and Safety Policy document which can be found [here](#).
4. **THE HIRER** must notify the booking secretary if their event sells or supplies alcohol.
5. **THE HIRER** shall insure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. **THE HIRER** shall comply with all the 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.
7. **THE HIRER** shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
8. **THE HIRER** shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.
9. **THE HIRER** shall indemnify the Village Hall Management Committee (the Committee) for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
10. **THE HIRER** shall be responsible for making arrangements to insure against any third-party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall. (The Village Hall Management Committee is insured against any claims arising out of its own negligence).

11. **THE HIRER** must report all accidents involving injury to the public as soon as possible. An Accident Report Book is kept in the Village Hall Kitchen for this purpose. Certain types of accident or injury must be reported to the local authority.
12. **THE HIRER** shall ensure that no animals (including birds) except guide-dogs are brought into the hall, other than for a special event agreed by the Committee. No animals are to enter the kitchen at any time.
13. **THE HIRER** shall ensure that if children are present that they are aware of the Village Hall Committee Safeguarding Policy. This can be viewed [here](#).
14. **THE HIRER** shall not carry out fly posting or any other form of unauthorized advertisements for any event taking place in the Hall, and shall indemnify the Committee accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
15. IF **THE HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the Committee.
16. **THE COMMITTEE** reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.
17. **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 consequential loss or expense.
18. **THE COMMITTEE** reserves the right to refuse a booking.
19. **THE HIRER** shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise, the Committee shall be at liberty to make an additional charge.
20. **EXCLUDED ACTIVITIES** - the following are not allowed: firework displays and bonfires.
21. **THE HIRER** shall ensure that the minimum of noise is made on arrival and departure.

Schedule of Special Conditions of Hire

Supervision:

The hirer, who must be over the age of 21 years, shall be in charge of and upon, the premises during the whole time that they are open for the period of the hire.

Capacity:

The number of people on the premises shall not exceed 122 persons.

Means of Escape:

1. All means of exit from the premises must be kept free from obstruction and immediately available for free public exit.
2. The emergency lighting supply illuminating all exit signs will come on in the event of power failure.

Outbreaks of Fire:

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Henham Village Hall Management Committee directly thereafter.

Dangerous Performances:

Performances involving danger to the public shall not be given.

Explosives and Flammable Substances:

1. Highly flammable substances shall not be brought into or used in any part of the premises.
2. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be


erected without the consent of the Management Committee.

3. Candles are not allowed.

Heating:

No unauthorised heating appliances shall be used on the premises without the consent of the Management Committee. Portable liquefied propane gas (LPG) heating appliances shall not be used.

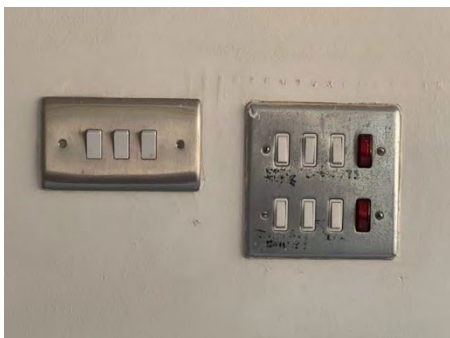
Air Conditioning Operating Instructions:

Turn the system on by pressing the standby symbol  underneath the name Samsung. This will bring up a touch screen showing the AC units and at the bottom of the screen a number of buttons, one of which will show "On". Press this once and the system will start. Once the system is running the button will change to show "Off". Press this to turn off the system at the end of the session.

DO NOT PRESS ANY OF THE OTHER BUTTONS AS THIS WILL CHANGE THE WAY THE SYSTEM OPERATES AND MAY CAUSE IT LOCK.

Lighting:

The main light switches are to be found next to the entrance door (see below)



The three switches on the left are for the main hall. The light panel on the right has the lights for the bar area and toilets.

If you want mood lighting you need to go into the store room on the right hand side of the stage.

Here you will see these two panels:-



First turn on the light switches on the right-hand panel. This will light the LED strips on the hall struts. On the left-hand panel you can change the colour of these lights by running your finger up and down the rainbow strip.

Disposal of Rubbish:

The hirer is required to remove all rubbish produced at the conclusion of the event.