

NEUADD OWEN VILLAGE HALL

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LL17 0EY

Registered Charity No.1147169

TERMS & CONDITIONS OF HIRE

Hereinafter Neuadd Owen Village Hall shall be referred to as "NOVH" and the Hirer named on the Booking form as "the Hirer"

If the hirer is in any doubt as to the meaning of any of the following, please consult the Booking Secretary or a Trustee

1. All applications for the hire of the building must be sent to the Booking Secretary. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 21 years of age.
2. A deposit must be paid at the time of application **plus** a £150 damage deposit is required when booking a wedding/private party and no engagement will be booked until these have been received. The damage deposit is refundable subject to satisfactory inspection of the building and contents by NOVH management after the event.
3. Hirers are responsible for health and safety issues and providing information about safety procedures, Fire Exits etc. Any accident must be recorded in the Hall Accident Book to be found in the table drawer in the kitchen.
4. In the event of cancellation, the deposit will be retained.
5. The hire period is the time that the hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up.
6. If the hire of hall includes usage of the adjacent field, the Hirer must ensure that the event is contained within the designated area. Failure to comply will result in IMMEDIATE closure of the event by the Trustees. The area is that as having been defined and agreed with either NOVH Trustees/Booking Secretary/Committee member beforehand. It is the sole responsibility of The Hirer to ensure they recognise and adhere to the boundaries of the defined area before the event commences.
7. Alcoholic drinks may be served free. Where a Bar has been arranged, The Hirer is responsible.
8. provided by the NOVH, Licence fees should be paid direct to the Licensee. When the Bar is in operation the consumption of drinks or alcohol not purchased on the premises is **strictly forbidden**, guests found to be in contravention of this will be asked to leave the premises by the Licensee, with the full permission of the Trustees. All guests attending the event should be informed of this.
9. All music both in the hall and on the field **must cease by Midnight** and the Hall must be vacated by 12.30 a.m.at the latest.
10. The hire of the Building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time. The building shall only be used for lawful activities. The Hirer shall not sublet the Building or any part thereof.
11. All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of deposit.
12. The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for

- the full cost of making good any damage to the building, fixtures and fittings. All breakages & damages, accidental or otherwise, must be reported to NOVH.
13. No fire exits may be blocked. Fire appliances must not be removed or tampered with, and fire doors must not be propped open.
 14. Except for wilful negligence on the part of NOVH, NOVH shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify NOVH against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.
 15. The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.
 16. NOVH Trustees or Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted, **including any event carrying on after midnight.**
 17. On vacation of the building, the Hirer shall leave the building in a clean and orderly state. **All rubbish** and any other waste matter must be cleared from the building and responsibly disposed of. In the case of large events all rubbish must be taken away by the hirer. The hall, kitchen and cloakrooms must be left in as clean a condition as found. All tables and chairs must be stacked away, unless otherwise instructed. The deposit monies will be refunded after a satisfactory inspection of the building by a Trustee or designated person(s).
 18. No fixtures/fitments of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto. Temporary banners/bunting may be hung providing this has been discussed with the booking secretary beforehand. Nothing shall be attached to the plaster walls. Staple guns are not permitted to be used anywhere in the building.
 19. The NOVH reserves the right to cancel a hiring in the event that the premises are required for use as a Polling Station, for a Parliamentary or Local Government election or by-election, or Emergency shelter, in which case the hirer shall be entitled to a refund of any monies paid. Further consideration will be given to acts of God.
 20. Property of the Hirer and the Hirer's agent must be removed from the Building immediately after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. NOVH accepts no responsibility for any property left on the premises after the hiring and any property left will be disposed of by NOVH as deemed fit.
 21. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of NOVH. The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, PAT tested and used in a safe manner.
 22. No bubble machines, fog machines, indoor fireworks, or similar are to be used within the Hall as these activate smoke alarms. The use of naked lights in any part of the building is strictly prohibited.
 23. The letting off of fireworks outside the hall or the adjacent field is **NOT** permitted on any occasion, other than those specifically organised by NOVH.
 24. Smoking, including E cigarettes, is not permitted in any part of the building at any time. It is permissible outside of the premises with all cigarette butts being cleared off the ground.
 25. The maximum number of persons allowed in the Building at any one time is 125.

We hope and expect that everyone who uses the NOVH will take great care of it and leave it as they found it as it is a Community facility, run by Trustees and is a registered Charity.