

## Farnham Common Village Hall

### General Letting Conditions

1. Definitions: In these conditions the following words and phrases shall have the following meanings:  
**Hall Complex:** Farnham Common Village Hall including all buildings and land forming part of the complex.  
**Hired Premises:** that part of the Hall complex which the hirer is entitled to use under the terms of the Letting.  
**Hirer:** the person so specified in the Booking Form.  
**Letting:** the contract between Hirer and Trustees for use of the premises as stated in the Booking Form.  
**Trustees:** the trustees and members of the Committee of Farnham Common Village Hall.  
**Booking Form:** refers to all communication, via form or written correspondence, relating to the booking.
2. The Letting entitles the Hirer to use the part of the Hall complex specified in the Booking Form, and also to use the lavatories and car park in common with but not to the exclusion of hirers or other users of other parts of the Hall complex.
3. The Hirer will not use or permit to be used the Hired Premises for any purpose other than that stated in the Booking Form or agreed via written correspondence.
4. The Hirer and all persons coming to the Hall complex in connections with the Letting will take the Hired Premises as they are and neither the Trustees nor any other person having control over the Hall complex shall be responsible for the adequacy of the Hired Premises or any furniture or requirement therein nor for any defects or possible sources of danger.
5. The Trustees accept no responsibility for the safety of or loss or damage to any vehicle, clothing, jewellery, valuables or belongings of any persons coming to or using the Hired Premises in connection with the Letting and the Hirer shall be responsible for making all arrangements they may think proper in respect thereof.
6. The Trustees shall not be responsible for the number of chairs and tables available, nor for the availability of the cooker, hob or other appliance or other facility.
7. If any caretaker or other person in the employ or under the directions of the Trustees shall be in attendance during the period of the Letting anything he may do in relation to the matters mentioned in Condition 5 shall be deemed to be done as agent or servant of an on behalf of the Hirer as if temporarily in his employment.
8. The Hirer shall be responsible to the Trustees for the conduct of all persons using the premises in connection with this Letting and for seeing that all such persons leave not later than the time the Letting ends.
9. NO GAMBLING: gaming or wagering and no riotous disorderly unlawful or unseemly conduct or activity shall be permitted.
10. The Hirer shall obtain any necessary Justices Licence for the provision of entertainment or selling of alcohol.
11. If the Hirer shall use the premises for any kind of PUBLIC ENTERTAINMENT requiring a LICENCE such as theatrical or concert performances, they shall be responsible for first obtaining any necessary licence.
12. No fires or any naked flame shall be lit in the yard or car park or any other part of the Hall complex.
13. NOISE: The Hirer shall ensure that the level of noise is not such as to cause nuisance or annoyance to neighbours.
14. The Hirer shall LEAVE the Hall complex not later than 15 minutes after the end of the period of hire such 15 minutes being used solely for the purpose of clearing up.

15. TABLES and CHAIRS must be returned to the room from which they were taken and appropriately stacked. (The Caretaker has no labour force to move these items.). The Hirer should ensure that furniture is not dragged over the flooring.
16. At the end of the period the Hirer must turn off the lighting
17. The Hirer shall leave the Hired Premises and the refreshment area, lavatories and car park clean and tidy and leave no litter or rubbish. All items brought during or for the purpose of the Letting must be removed. The Hirer shall remove all litter and rubbish resulting from the Letting (using their own bin bags) otherwise a charge of £50 will be made for the removal of rubbish.
18. At the end of the period of hire the Hirer shall either hand over the Hired Premises to the Caretaker or other appointed representative of the Trustees or leave the Hall safely locked. The HIRER SHALL BE RESPONSIBLE for any loss or damage resulting from FAILURE TO SECURE THE HALL.
19. DAMAGE: The Hirers shall be responsible to the trustees for making good any damage, breakage or loss caused to the Hall complex or any furniture, fittings, equipment, floors or effects by persons coming there in connection with the Letting. PLEASE NO STILLETOS.
20. The Trustees shall provide such heating and lighting as may be reasonably necessary according to the season.
21. The number of persons using a room at one time shall not exceed COMMUNITY (LARGE) HALL 130: READING ROOM (SMALL) HALL: 80
22. ANIMALS: The Hirer shall not allow any person to bring an animal (except for registered Assistance Dogs) into the building of the Hall complex.
23. CAR PARKING: The Hirer must ensure that person coming to the Village Hall in connection with the Letting do not park vehicles in the road outside in such a way as to cause obstruction.
24. The Hirer shall obey all instructions relating to the Hired premises given by the Caretaker or any person authorised by the Trustees.
25. Any RETURNABLE DEPOSIT paid by the Hirers shall be repaid after the Letting subject to deduction of any amount due under Condition 17 and any amount required to pay for additional work caused by breach of condition 19.
26. CANCELLATION OF BOOKING: If the Hirer shall cancel the Letting in writing not later than 4 weeks before the due date Trustees will make no charge; if the Letting is cancelled later, the charges shall be payable IN FULL unless the Trustees are able to let the same premises for the same period of time to another hirer.
27. The holder of the Hall's Public Entertainments License shall be entitled to cancel the Letting and require the hall complex to be vacated at any time.
28. TRUSTEES RIGHT TO CANCEL: The Trustees reserve the right to cancel any booking without payment of compensation. In such a case, provided that the Hirer is not in breach of this Agreement all charges will be refunded.
29. The hirer takes responsibility for any damage or injury caused by the malfunction or misuse of portable electric equipment brought into the hall. Hirers should ensure that any portable electric equipment used during the Letting is PAT tested.
30. Smoking and Vaping are not permitted in the building.
31. The hirer takes responsibility for the actions of anyone attending the event and must ensure that all children are adequately supervised at all times.

### **Additional Conditions for use of indoor play equipment**

1. We require an image of the operator's public liability insurance.
2. The operator must conduct a risk assessment before allowing anyone to use the equipment.
3. All users of the equipment must be supervised by a responsible adult at all times whilst on or near the equipment.
4. Farnham Common Village Hall cannot accept any responsibility for any injuries suffered by the operator, the hirer, guests of the hirer, representatives of Farnham Common Village Hall or any third party arising from any event involving the equipment.
5. Farnham Common Village Hall cannot accept any responsibility for any damage to property belonging the operator, the hirer, guests of the hirer, representatives of Farnham Common Village Hall or any third party arising from any event involving the equipment.