

**PEOPLETON VILLAGE RECREATION TRUST**  
**PEOPLETON VILLAGE HALL AND PLAYING FIELDS**  
**STANDARD CONDITIONS OF HIRE**

For the purposes of these conditions, “hirer” refers to the individual hirer or, if the hirer as an organisation, its authorised representative. The term “premises” refers to the village hall and playing fields.

1. During the hire. The hirer is responsible for overseeing the premises, - its structure, contents, and their care - ensuring protection from any damage or alteration. They must also manage the behaviour of all users and properly supervised parking to avoid blocking the road.
2. The hirer may only use the premises for the purpose stated in the agreement. They must not sub-hire, permit unlawful use, bring anything that endangers the premises or invalidates insurance, or allow alcohol consumption without written permission.
3. The hirer is responsible for ensuring the Trust's current music licence (PRS) meets their needs and must comply with that licence.
4. The hirer must ensure that no activity on or related to the premises breaks any laws concerning gaming, betting, or lotteries.
5. The hirer must always comply with any conditions or regulations from the local authority, Magistrates Court, and fire authority, as well as any notices displayed at the premises. Including Fire safety measures.
6. If the hirer is preparing serving or selling food, they must observe all applicable food hygiene laws and regulations.
7. The hirer may only bring electrical or gas appliances into the hall with prior agreement from the trustees. They must ensure all appliances are safe, in good working order and used safely. Any electrical appliances brought in must have been PAT tested within the last 12 months.
8. The hirer must cover the costs of repairing any damage to the premises, its grounds, or its contents that occurs during the hire period because of the hiring. This includes the cost of replacing any lost keys.
9. The hirer must pay a DAMAGE/EXCESS CLEANING/DISTURBANCE DEPOSIT as outlined in the hiring arrangement. Within 28 days after the higher ends, or once the account is finalised (whichever is later), the trustees will refund the deposit, deducting costs for any damage or extra cleaning caused by the hire. The hirer must not use staples, nails, pins, tape, or similar items on walls or woodwork - any damage from these will be charged to the hirer.
10. If the hirer cancels the booking before the event and the trustees can't secure a replacement booking, the trustees can decide whether to retain or refund the fee.
11. The hirer must ensure they respect our neighbours by keeping noise to a minimum when arriving and departing.
12. When using amplifiers, the sound level must be kept in check to avoid disturbing village residents - plus all music must be turned off by midnight.
13. The hirer must ensure no dogs are brought into the hall or onto the field - except Guide Dogs - unless prior permission is given.
- 14. THE USE OF FIREWORKS IS STRICTLY PROHIBITED.**
15. At the end of the hire, the hirer must leave the premises clean and tidy, properly locked and secured (unless instructed otherwise), and ensure any moved items are returned to their original place. if not, the trustees may charge an additional fee.
16. The trustees reserve the right to cancel the higher if the hall is needed as a polling station for parliamentary, local, or by elections. In that case, the hirer will receive a full refund of any fees paid.
17. If the premises, or any part of them, become unfit for the intended use, the trustees will not be liable for any resulting loss or damage to the hirer.
18. The hirer must ensure that all activities involving children comply with The Children Act 1989 (including any amendments) and all relevant safeguarding policies and procedures are followed.
19. Where appropriate, the hirer must have sufficient public liability insurance for their event. The trustees' insurance can extend to private hirers for small events, at no extra cost, but not for professional hirers or large events. if using the trustees' insurance, the Hirer must follow all hire conditions, uphold capacity limits (150 seated / 200 standing in the large hall, 50 seated / 100 standing in the small hall, and no field events unless agreed by the trust). and to adhere to policy definitions, limits, and exclusions. The hirer can request the policy details, and anyone using their own insurance must display it at the event.
20. The hirer must pay a £25 non-refundable deposit in advance to secure their booking. For bookings with a value of over £100, a £100 damages deposit is also required at the time of booking. Bookings will not be confirmed until both the non-refundable deposit and the damages deposit have been received by the hall manager. The Damages deposit will be returned with 14 days after the booking following a successful hall inspection.