

Gargrave Village Hall

Terms and Conditions of Hire

1. All applications for the hire of the building must be sent to the Bookings Secretary. The person or organisation named on the booking confirmation shall be considered the hirer. Where this is an organisation, the person making the booking by whatever means hereby confirms that they do so with the full authority of the organisation. The person making the booking must be a responsible adult over 21 years of age.
2. A list of hire charges, as determined by Gargrave Village Hall, is available from the Bookings Secretary.
3. Only those rooms specifically booked may be used as other users may have booked other areas and/or equipment. Unauthorised use of any other areas or equipment will be charged at applicable rates.
4. Rooms are only to be used during the times of hire agreed at the time of booking. Do not forget that other users may have bookings before and after your booking. Therefore, if your event requires any setting up, it may have to be carried out at the start of your booking period and likewise you must have your event cleared and ready for the next user.
5. Bookings will be held for 14 days from the date of booking and secured only by a deposit of at least 25% of the total cost or payment in full if booked within 28 days of the event. Except at the discretion of Gargrave Village Hall, deposits will not be refunded if notice of cancellation of a booking is given later than 14 days before the date of the booking.
6. All bookings must be fully paid at least 28 days before the event. Late payment may result in a booking being cancelled and re-let to someone else.
7. Bookings will not be taken for events which, in the opinion of Gargrave Village Hall, exceed the bounds of taste or decency or would break the law. Any decision by Gargrave Village Hall on this will be final. The reason for such a decision may be withheld.
8. The maximum number of persons allowed in the hall at any one time is 250, with a maximum of 200 standing with a dance floor or 150 seated at tables.
9. At all times, right of entry to the building is reserved by Gargrave Village Hall, any person or persons authorised by Gargrave Village Hall and any police officer or officers.
10. Gargrave Village Hall reserves the right to inspect any function and request changes to be made immediately.
11. Gargrave Village Hall reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted or is likely to lead to a disturbance or a breach of the peace.
12. You shall remove any sign, flag, emblem or other decoration displayed by you or persons under your control outside or inside the premises if in the opinion of Gargrave Village Hall it shall be unseemly or expose the premises to an

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- undue risk of fire or in the opinion of Gargrave Village Hall or its representative is likely to lead to disturbance or a breach of the peace.
13. All materials, fixtures or fittings used are to be securely fixed to the satisfaction of the caretaker or Gargrave Village Hall.
 14. No fixtures or fittings of any kind shall be driven into any part of the premises nor shall any placard or other articles be fixed thereto.
 15. No additional lights or extensions from the existing electric fittings shall be used without the prior written consent of Gargrave Village Hall.
 16. No electrical appliance is to be connected to the premises' electricity supply without the approval of Gargrave Village Hall. All appliances must be certified as safe and have upon or with them an appropriate safety certificate.
 17. All losses or damage to the fabric of the building or to items of furniture, crockery or equipment arising in any way from the hire of the premises must be reported to the caretaker or secretary by the end of hire. You will be responsible for all costs resulting from such damage.
 18. You are responsible for health and safety issues relating to the function and providing information about safety procedures, fire exits etc. to all those attending the function. All accidents must be recorded in the Accident Book which is to be found in the café area. You are responsible for the conduct of all persons attending your function and must take all steps to prevent any disorder or unruly conduct within the boundaries of the premises. You are also responsible for removing any persons from the premises whose conduct breaches or is likely to breach these rules.
 19. All music must cease at midnight and the premises must be vacated by 0100 hours. No noise or disturbance to occupiers of neighbouring properties of Gargrave Village Hall will be tolerated. This includes the inconsiderate parking of vehicles and the like.
 20. You are entirely responsible for the conduct of your function held on the premises. All persons under the age of 18 years attending your function shall be supervised by responsible adults.
 21. You accept the responsibility of ensuring that there is no infringement of copyright in any performance, concert or other entertainment. You are also responsible for the completion and return of any forms to the Performing Rights Society where such events are not covered by licenses already held by Gargrave Village Hall.
 22. You shall ensure that all conditions governing the granting of any license for stage productions are fully adhered to during any such performance and shall comply with all regulations covering music, singing and dancing events.
 23. The sale of alcohol must be specified to the Bookings Secretary when booking Gargrave Village Hall. You shall ensure all licenses for the sale of alcohol are

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obtained from the appropriate regulating authority or authorities. A bar or bars must not be situated in the main hall without prior agreement and, only then, with adequate floor protection both under and around the bar or bars.

24. No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of Gargrave Village Hall. An event advertised without such permission will be cancelled.
25. You shall ensure no persons under 18 years of age are permitted in any room being used as a licensed bar.
26. Smoking is not permitted in any of the buildings.
27. No exits may be blocked or impaired by any means. Chairs or other obstructions must not be placed in front of heaters or fire appliances removed or tampered with and fire doors must not be propped open.
28. You are not permitted to sublet any part of the premises.
29. You must leave the premises and equipment in a clean and tidy state. All trade and/or swill must be removed from the premises. A skip is usually available for this. However, if it not or is full, please remove your waste.
30. All property belonging to you or persons under your control must be removed from the premises within 15 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. Gargrave Village Hall accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered your property for this condition.
31. Any show involving the use of scenery or the like is subject, if required, to the inspection and approval 14 days prior to the engagement by the local authority and, if appropriate, fire brigade. Evidence of such approval must be provided to Gargrave Village Hall.
32. The use of deep fat fryers is strictly forbidden.
33. The parking and movement of vehicles in the car park is at the vehicle owner's risk. Control of parking in Gargrave Village Hall car park is your responsibility. Vehicles must not be parked in front of Gargrave Village Hall or in front of the garages.
34. The stacking of tables and chairs after use will be done in a safe manner by the caretaker. Do not do this without the caretaker's instruction.
35. Except for wilful negligence on the part of Gargrave Village Hall, Gargrave Village Hall shall not be responsible for any loss of, or damage to your or any third party's 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

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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 premises to be temporarily closed or the hiring to be interrupted or cancelled. You shall indemnify Gargrave Village Hall against all claims which may arise out of the hiring or which may be made by any person using the premises during the hiring in respect of any loss, damage or injury.

36. In this document premises includes all buildings and the grounds of Gargrave Village Hall.
37. The use of the term Gargrave Village Hall includes, inter alia, all trustees, members of the Gargrave Village Hall Management Committee and its authorised representatives.
38. Additional conditions may be applied to certain activities and/or events.
39. No changes or amendments to these terms and conditions shall be made except by signed, written agreement authorised by Gargrave Village Hall.
40. These conditions of hire supersede all previous versions and may be revised or altered without notice.