NEWLAND VILLAGE ROOM STANDARD CONDITIONS OF HIRE

1. “The Committee” means the Newland Village Room Committee
2. “The Hirer” means an individual or organisation representative
3. Supervision –
	1. The Hirer will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, safety from damage and the behaviour of all persons using the premises, whatever their capacity
	2. If 60% or more of the expected number of people for the event are under 18 years of age, there must be at least 1 adult (over 21 years of age) to every 10 under 18 year olds, and they must remain on the premises at all times until the end of the period of hiring
	3. The Hirer is responsible for ensuring that children are not allowed to be in proximity of the pond unsupervised
4. Use of the Premises – The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement, and shall not sub-hire the premises or allow the premises to be used in any unlawful way which may render insurance policies invalid, or allow the consumption or use of illegal substances
5. Licences – The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor
6. Gaming, Betting and Lotteries – The Hirer shall ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries
7. Public Safety Compliance – The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music
8. Health and Hygiene – The Hirer shall, if preparing, serving or selling food, observe relevant food health and hygiene legislation and regulations, shall place all food waste in the food recycling bin provided, place plastic bottles, glass bottles and tins in the recycling boxes provided and place the non- recyclable rubbish in the black bin provided. The kitchen and any equipment used must be left in a clean and tidy condition
9. Plumbing and Water Treatment Plant – The Village Room is served by a water treatment plant therefore nothing must be

put down the WC other than bodily waste and toilet paper. No chemicals should be used which will enter the waste water system other than those provided by the Committee. Liquid soap must not be used in the toilet hand basin as it may cause the toilet to overflow.

1. Electrical Appliance Safety – The Hirer shall ensure that any electrical appliances brought and used by him/her to the premises shall be in good working order and used in a safe manner. Any items plugged in by the hirer must be unplugged before leaving the premises and mobile phone chargers should be removed.
2. Indemnity – The Hirer shall indemnify the Committee for the cost of any damage done to any part of the property and contents which may occur during the period of hiring. The Hirer shall be responsible for making arrangements to insure against third party claims against him whilst using the Village Room
3. Animals – the Hirer shall ensure that no animals except guide dogs are brought into the Village Room other than with the permission of the Committee. No animals are to be permitted to enter the kitchen.
4. Gigaclear Fibre Broadband – is available for hirers at no charge, and the access guest code will be provided on payment of the balance of the hire charge. The Committee shall not be responsible for any interruption of service.
5. Noise – In recognition of the fact that the Village Room is in a residential area, the Hirer must ensure that noise and music is kept at a level so as not to interfere with the quiet enjoyment of neighbouring properties
6. Compliance with the Childrens Act – The hirer shall ensure that any activities for children under 8 years of age comply with the provisions of the Childrens Act 1989 and that only fit and proper persons have access to the children
7. Sale of Goods – The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any associated code of practice. In particular, the total prices of goods and services must be prominently displayed.
8. Event Decoration – The Hirer is required to use hooks and rails provided and not to adhere any decorations whatsoever to any other interior surface.
9. Cancellation – If the Hirer wishes to cancel the booking before the date of the event, the deposit (if paid) will be refunded providing no expenses have been incurred by the Committee. The Committee reserves the right, in the event of any part of the Village Room being unfit for use, to cancel this hiring agreement and shall not be liable to the hirer for any resulting loss or damage whatsoever.
10. Refusal of Bookings – The Committee reserves the right to refuse a booking without notice of to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days’ notice in writing to the Hirer and

notice in writing shall be deemed to include by email to the email address given by the Hirer

1. End of Hire – The Hirer shall be responsible for leaving the premises and surrounding areas in a clean and tidy condition, properly locked and secured unless otherwise directed, all contents replaced in their usual positions, all event decorations removed and all rubbish removed as above. All heaters and cooking appliances and electric lights shall be turned off.
2. Covid-19 – Whilst Covid-19 pertains, the Newland Village Room Special conditions of Covid 19 will be incorporated into this Hire Agreement.

SPECIAL CONDITIONS OF HIRE TO COMPLY WITH THE PUBLIC ENTERTAINMENT LICENCE ISSUED UNDER THE LOCAL GOVERNMENT ACT 1982

1. The Hirer acknowledges receipt of a copy of the conditions of the Public Entertainment Licence for the premises.
2. The Hirer hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment Licence are met.
3. The Hirer acknowledges receipt of instructions in the event of a fire, which can be found in the documents section of [www.newlandvillageroom.co.uk](http://www.newlandvillageroom.co.uk) and can be found displayed by the main door. The hirer should also:
	1. Familiarise his or her self with exit routes
	2. Note position of fire extinguishers and fire blanket
	3. Ensure that fire exits are unlocked and unimpeded
	4. In the event of a fire to ensure evacuation of the building to the adjacent roadside area
	5. Call the fire brigade and the contact for Newland Village Room Committee as noted in correspondence.
4. There shall, in addition to the Hirer, be a minimum of 3 competent attendants on duty none of whom shall be less than 18 years of age (except when more than 60% of people are under 18 when there must be one adult for every 10 under 18 year olds), all of whom should be instructed regarding fire and safety details.
5. Capacity of the Village Room – the number of people on the premises shall not exceed 50 which is the number permitted under the Premises Licence
6. Explosives and Flammable Substances – highly flammable substances shall not be brought onto any portion of the premises
7. Heating – no unauthorised heating appliances shall be used on the premises without the consent of the Committee
8. Hours of Opening – The premises shall only be used for public entertainment:
* Mondays – Saturdays between the hours of 7am and 12 pm (midnight)
* Sundays 10am and 11pm

Unless special permission has been issue by The Forest of Dean District Council

1. Parking – Parking is provided for 1-2 vehicles in the driveway