**Terms and Conditions for Hire of the Hall and/or Field for single use\*:-**

* 1. The H.D.C.C.I.O. is not a commercial profit making, concern but a charitable organization whose main aim for the Hall and/or Field is to provide a facility for meetings, social events etc, for the local communities.
	2. The Hall and/or Field may only be used during the period stipulated in the booking and must be vacated immediately afterwards. Don’t forget to include set-up and clear-up times within your hire.
	3. The Hall and/or Field must be left in a clean, tidy condition and ready for the next hirer. **All rubbish must be removed from the premises at the end of the booking period and taken away by the hirer**.
	4. The hirer is responsible for all loss or damage to the Hall and/or the Field and its environs occurring during or arising out of the hire (including while persons are entering or leaving the Hall and/or Field pursuant to the hire) irrespective by whomever, or howsoever caused.
	5. While H.D.C.C.I.O. has a Health and Safety Policy in place, which seeks to minimise risk to anyone using the Hall and Field, a copy of which is on the website, hirers are responsible for the safety of people using the Hall or Field during their hire periods. Accordingly, H.D.C.C.I.O. takes no responsibility for loss, damage or injury to any person or persons using the Hall premises or grounds during or arising out of the hire. In particular, H.D.C.C.I.O. will not be responsible for accidents or damage howsoever cause arising from the use of equipment or hirers property, for example, but not limited to, bouncy castles, BBQ’s, tents, marquees, awnings and the like, that is not provided by HDCCIO and has been brought into the Hall or onto the Field by the hirer.
	6. The hirer agrees to indemnify the H.D.C.C.I.O. against any claim which may arise out of the hiring or which may be made by any persons resorting to the Hall or grounds during the hiring in respect of any loss, damage or injury.
	7. A £100 cash holding fee is required and will be returned following the event, subject to the terms being adhered to. Evening parties in the hall with music will be required to pay a cash holding fee of £200. All music must finish by 11pm and the hall cleared and locked by midnight. If the hall is not cleared and clean ready for the next hirer or any complaints are received from local residents relating to unacceptable noise from the Hall or the Field, the total holding fee may not be returned to the hirer.
	8. The hire is confirmed once the total cost is received, along with a signed copy of the Terms and Conditions.
	9. **Arrangements where to collect the key can be made 24hrs prior to the booking once the holding fee has been paid.**
	10. The holding fee is to ensure the hall is left as found for the next hirer. **. Any damages or extra clean being required will be taken from the holding fee.**
	11. The cash **or BACs** holding fee must be paid in full **one week in advance of your booking and returned within one week** **following your event**
	12. Hiring rates will be set by the H.D.C.C.I.O. Committee and reviewed annually.
	13. The H.D.C.C.I.O accepts no responsibility for any items left in the Hall or on the Field by hirers or users and does not provide any storage facilities unless expressly agreed.
	14. No intoxicating liquor shall be sold in the Hall or on the Field.
	15. Limited kitchen facilities are provided. The hirer is responsible for compliance with all relevant laws relating to the provision of food.
	16. The Hall is not licensed for entertainment and for most events no license will be necessary but it is the hirer’s responsibility to apply for any Temporary Entertainment Notice (TEN) that may be required.
	17. H.D.C.C.I.O. has a Safeguarding Policy in place, a copy of which is attached, but it expects where hirers come into contact with children, young people or vulnerable adults the hirer will have its own Safeguarding Policy and where relevant to have undergone the appropriate Disclosure & Barring Service checks.
	18. The hirer should ensure that the event is not posted on any social networking site.
	19. Hirers are required to consider that the Hall is located in a quiet residential area and therefore be considerate of local residents at all times. Action will be taken against excessive noise.
	20. Cancellation policy. If cancelled **less than** than 2 weeks prior to the booking **only** 50% of total will be refunded.

I certify that I have read the attached Policies and I agree to hire the Hall and/or the Field as detailed below and accept the above terms and conditions.

start time \_ \_ \_ \_ \_ \_ , end time \_ \_ \_ \_ \_ \_ date\_ \_ \_\_ \_ \_ \_

Signed and dated \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

\*Whist every care has been taken to keep the above up-to-date, the committee reserves the right to update them without notice, and it is the hirer's responsibility to ensure that they have contacted the Hall Hirer and read and signed a current Hall Hire Agreement. **February 2020**