

## LEVENS VILLAGE INSTITUTE

### CONDITIONS OF HIRE

1. The Levens Village Institute Committee shall not be responsible for any loss, damage or injury that may be incurred or happen to any person, using the premises. The Hirer shall indemnify the Committee against any claim which may arise out of the hiring.
2. In the Upper hall the hirer shall pay an extra £3 when the heating (switches in wall cabinet near disabled double doors) is used. In the Lower hall the hirer shall pay the cost of panel heating by a pre-payment meter (£1 coins - meter in wall cupboard in far corner).
3. No nails, tacks, screws, or permanent adhesives shall be driven into or attached to any part of the premises, nor any placards or articles be fixed thereto. Any external advertising signs must be of a good standard and are to be removed immediately after the event.
4. No alterations shall be made to the electrical installation, nor any additional apparatus fixed thereto, other than to existing plug sockets.
5. The Hirer shall not do, or permit to be done, anything which will increase the rate of the Fire Insurance, or render the existing Insurance Policy void, nor offend against any statute or regulation made by the Local Authorities. The main room door and door leading downstairs MUST be kept clear at all times as a means of rapid escape in case of fire.
6. The Hirer shall not permit any nuisance or disturbance to the Committee, their tenants or the neighbourhood.
7. The Hirer is responsible for making sure all users for the purpose of the Hire are aware of the need to park sensibly around the Institute, taking care not to park on corners or blocking local residents driveways
8. The main entrance door must be left unlocked at all times whilst the premises are occupied by the general public, but may be bolted at the discretion of the supervising Adult when hired by groups involving children.
9. The Hirer shall pay for any damage caused to the premises, furniture, crockery, etc. The Levens Village Institute Committee reserves the right of entry to the premises at any time during the hiring.
10. Only the rooms actually booked should be used as other rooms may be allocated by other users. Hence, furniture must not be moved from one room to another.
11. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. A full refund will be given.
12. Smoking is not permitted anywhere in The Institute.
13. Any accidents that occur during hire of The Institute MUST be recorded in the Accident Book [located on the shelf in the upstairs kitchen]. The accident must also be reported to any of the following Committee members: Sheila Watson (Chairman) 015395-60362, , Alan or Helen Golding-Miller 015395-60334 (Bookings Secretaries).
14. The committee has agreed on the following guideline numbers for hire and the Hirer shall use these guidelines when deciding on the limits of numbers attending their event, ensuring that they have completed their own risk assessment based on these guidelines. The guidelines are, that the maximum capacity of The Institute is:-  
Upper Room - 65 persons with 10+ tables and chairs around the tables or 100 persons standing with 4 or less tables.  
Lower Room - 50 persons with 10+ tables and chairs around the tables or 85 persons standing with 4 or less tables.
15. Gaming or betting is NOT permitted at any time on the premises.

16. No under 18 overnight sleep-overs unless supervised by a responsible parent or Guardian.
17. No birds or animals (other than Guide Dogs) are permitted into The Institute.
18. The Hirer shall bring their own tea towels, washing up liquid and table cloths.
19. Children should not be allowed into the kitchen unless supervised by a responsible adult.

**FAILURE TO OBSERVE THESE CONDITIONS MAY PREJUDICE ANY FURTHER BOOKINGS  
BY YOU OR YOUR ORGANISATION.**

02/12/ 2012