

High Wray Village Hall - Hiring Agreement

Please fill in where * is marked. This hiring agreement represents a legal agreement once you have read, completed and returned it to : sheila@highwrayfarm.co.uk

High Wray Village Hall, High Wray LA22 0JE Registered charity number 521379

Agreement between (1) High Wray Village Hall

(2) *

Date(s) required From * (at approx arrival time) *

(* nights) To * (approx departure time)*

Authorised representative Sheila Briggs

High Wray Farm, High Wray, Ambleside, Cumbria, LA22 0JE

Tel 015394 32280 e-mail sheila@highwrayfarm.co.uk

Hirers: Name or Organisation.....*

Hirer's Address:....*

Telephone and e-mail...*

DURING COVID-19 REGULATIONS, HIRERS CAN ONLY BE FROM MAXIMUM OF TWO HOUSEHOLD ADDRESSES

You, the hirer, will be responsible for ensuring all those in your group comply with the COVID-19 Secure Guidelines while entering and occupying the hall.

Hire Fee: Overnight camping barn use £10.00 per person per night

Daytime or evening use £10.00 per hour

Deposit Paid...* ONE THIRD OF HIRE FEE TO BE PAID IN ADVANCE, BACS payment preferred ,

High Wray Village Hall, sort code 20-45-28 Account number 80068357

For some bookings we may require an additional special deposit in which case we will refund this deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring

Expected number of users ...*

Balance to be paid directly to Sheila Briggs either by cheque, cash or via BACS on arrival or before departure

You the hirer must be over the age of 18, children under the age of 18 must be supervised.

You are responsible for the care of the premises, and the behaviour of all persons using the premises,

You must also provide proper supervision of the car parking arrangements so as to avoid obstruction of the highway.

You must make good or pay for all damage (including accidental damage) to the premises, or to the fixtures, fittings or contents and for the loss of contents.

You must not use the premises, including the car park, for any unlawful or unsuitable purpose or in any way do anything or bring anything onto the premises which might endanger the premises or render invalid any insurance policies.

Please note we are not licensed for sale of alcohol and we do not hold licences for Performing Rights Society for the performance of copyright music .

We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.

You must familiarise yourselves with the means of fire escape and location of the fire extinguisher.

In the event of fire; evacuate the building by the nearest door, call the fire brigade on 999, the postal code for High Wray is LA22 0JE, if you do not have a mobile, go to any of the cottages across the road to raise the alarm.

Always keep escape routes clear.

First Aid:

A First Aid box is situated in the kitchen area, please report to us if items are used and we will provide replacements.

Noise: In order to avoid disturbing the neighbours of the hall.

You must ensure that the minimum of noise on arrival and departure, particularly late at night and early in the morning.

You must ensure there is no violent or criminal behaviour.

No one attending the Hall should consume excessive amounts of alcohol.

No illegal drugs should be brought onto the premises.

Food health and hygiene

You must, if preparing food, observe all relevant food hygiene legislation and regulations.

The premises are provided with a refrigerator and freezer.

Special Covid-19 related issues

Please see www.gov.uk Coronavirus (COVID-19) and follow the links for **staying safe outside your home guidance**

The hall has been cleaned prior to your arrival, all hard surfaces have been wiped with appropriate cleansing fluids and cloths. please bring cleaning products with you to do regularly the same whilst using the hall and upon departure. All hand towels, table and tea cloths must be brought with you. All glassware, cutlery crockery and cooking utensils which you have used or touched must be properly washed using soap liquid and hot water, please. This is for the safety of all other users of the hall.

Electrical Appliance safety

You must ensure any electrical appliances brought onto the premises and used there are safe and in good working order.

Store of equipment

We accept no responsibility for any equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded.

NO SMOKING WITHIN THE BUILDING

You must ensure anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner so as not to cause fire.

FIREWORKS are banned in any part of the village

ANIMALS

Please note that High Wray Village Hall is situated within a farming area where livestock and the environment must be protected at all times. Please do not bring animals into the hall without first seeking permission and advice from Mrs. Sheila Briggs.

Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment.

You must ensure that no unauthorised heating appliances are used on the premises without our consent.

No highly flammable substances are to be brought into the premises.

No internal decorations of combustible nature are to be erected.

Cancellation & Curtailment

IMPORTANT

If you, or anyone with whom you have been in contact displays symptoms of Covid-19 virus in the week before your arrival then you must cancel your booking immediately, your deposit will be refunded.

If any member of your group displays Covid-19 symptoms during your stay you must alert us by telephone and the appropriate arrangements will be made.

If you wish to cancel the booking before the date of the event, we may in our complete discretion, return the deposit or require payment of the hire fee.

END OF THE HIRE

You are responsible for leaving the hall and the surrounding area in a clean and tidy condition. Please switch off the heaters and all electrical appliances, including the fridge and freezer which must have the door/lid left open. Leave the property locked and secured unless directed otherwise; and return the key to High Wray Farm along with the balance payment.

Dated *.....

Signed *.....(If returning by post)

Printed name *.....

Please return to:

Mrs S Briggs
High Wray Farm
Ambleside
Cumbria
LA22 0JE

Email return to....sheila@highwrayfarm.co.uk