



HOLMER GREEN VILLAGE CENTRE  
The Common  
Holmer Green  
HP15 6XG

**HOLMER GREEN VILLAGE CENTRE: CONDITIONS OF HIRE – effective 1<sup>st</sup> January 2020**

1. These Conditions of Hire form part of an Agreement between the Holmer Green Village Centre Committee (hereinafter called "The Committee") and the person named as the Applicant on the Hiring Application form overleaf (hereinafter called "The Hirer").
2. All applications for hire of accommodation must be made using the Holmer Green Village Centre booking system provided by Hallmaster. Confirmation of the booking will only be made once payment has been received in full. If payment is not received in full or in part ten days after the booking reservation has been sent to the Hirer by email, the booking will be cancelled by the Bookings Secretary.
3. The time shown under "Time to" in the dates required section will be the time by which the accommodation, including garden and car park **MUST BE CLEARED UP AND VACATED**.
4. The person signing the form must be 21 years of age or older, shall be deemed to be the Hirer and shall be responsible for the observance of these Conditions of Hire and due payment of the account.
5. The Committee reserves the right to refuse any booking and is not obliged to give any reason.
6. If more than 3 months from the booked date, The Hirer has the option to pay the 50% of hire charge leaving the balance to be paid on receipt of an invoice from the Treasurer. Regular users of the Centre will be invoiced following the booked event.
7. The Hirer agrees to lodge with the Treasurer such damage waiver that The Committee decides to charge. The damage waiver must be paid as a separate cheque or BACS payment at the time of full or balance payment together with a self-addressed envelope. This damage waiver will be returned within 1 month of the completion of the booking, provided that no failure to comply with conditions 11,12 and 17 as identified as a result of this booking.
8. Any licences required by the Copyright Act shall be the responsibility of The Hirer who hereby indemnifies the Committee against any infringement which may occur as a direct result of this booking.
9. No excisable liquor shall be supplied or sold directly, or indirectly during an event at which a charge is made unless an Occasional Licence to cover such sale or supply has been obtained by The Hirer before the event and the Hirer has indicated a desire to sell or supply alcoholic beverages on the Hire Application Form.
10. The Hirer shall be responsible for maintaining good order and behaviour of persons using the accommodation, including the car park and garden. In the event of failure to comply with this condition, The Committee reserves the right to terminate the hire at any time.
11. The Hirer shall ensure that the accommodation is left in a clean and tidy condition and that all rubbish is put in the bags provided in the kitchens. In the event of failure to comply with this condition The Committee reserves the right to recover the cost of rectification from The Hirer and/or to refuse to refund the damage waiver.



HOLMER GREEN VILLAGE CENTRE  
The Common  
Holmer Green  
HP15 6XG

**HOLMER GREEN VILLAGE CENTRE: CONDITIONS OF HIRE – effective 1<sup>st</sup> January 2020**

12. The Hirer shall be responsible for any loss or damage to the premises or to the equipment therein. The Committee reserves the right to make good any such loss or damage and if any costs are incurred in doing so The Hirer shall be liable to pay them on demand or the cost may be taken from any damage waiver.

13. The Hirer shall be responsible for keeping all emergency exits and firefighting equipment accessible. Such equipment must not be removed from its normal position. Tables and/or seating must be arranged to take note of notices on layout and aisle width which are displayed in each hall.

14. At the end of each hiring The Hirer shall be responsible for ensuring that the building is secure and that the final exit door is deadlocked.

15. Sub-letting of the premises is not permitted.

16. The Hirer shall be responsible for and will indemnify The Committee against all liability for personal injury whether fatal or otherwise and all costs and expenses incurred in connection therewith except insofar as the same may be caused by the negligence of The Committee or its employees but which except for the hiring would not have arisen.

17. The Hirer shall be responsible for and will indemnify The Committee against all liability for loss or damage to property, any other loss, damage and costs, however caused, whether by an act of neglect by The Committee or not.

18. The Committee reserves the right to make a cancellation charge of 25% of the hiring fee where an approved hiring is cancelled within 10 weeks of the hire date or 50% of the hiring fee if cancelled within 4 weeks of the hiring date or 100% of the hiring fee if cancelled within 1 week of the hiring date.

19. The Booking Secretary will inform The Hirer where the key may be obtained. The key must be returned immediately after the hiring is finished unless other arrangements have been agreed. The loss or late return may render The Hirer liable for additional charges or loss of the damage waiver.

20 The Hirer is reminded that it is now illegal to smoke anywhere inside the Village Centre. Smokers may use the wall-mounted ash trays outside the Mail Hall.