



## EFFINGHAM VILLAGE RECREATION TRUST

### Terms & Conditions of Hire of King George V Hall and Playing Fields [‘the Premises’]

For organisations having a Licence to use any part of the Premises the terms of their Licence shall have precedence over any terms and conditions given below that might be inconsistent with that Licence.

1. This agreement is made between the Board of Managing Trustees of the Trust [‘EVRT’] and the person accepting the offer of hire [‘the Hirer’] who must be 18 years of age or older at the time of booking.
2. The Hirer (*or a named adult nominated by the Hirer*) must be present during the whole period of the hiring, with the name and address of this nominated person supplied to the KGV Manager, prior to the hiring.
3. The benefit of the hiring is not transferable by the Hirer to any other person.
4. The Hirer must bring the Conditions of Hire to the attention of anyone engaged to perform services in connection with the purpose of the hiring.
5. It is **NOT PERMITTED** to charge an entrance fee to any part of the Premises.
6. The **SALE** of intoxicating liquor is **NOT PERMITTED** anywhere on the Premises (except in areas licenced by Effingham Playing Fields Association Ltd [EPFA] or Effingham & Leatherhead Rugby Football Club [ELRFC]) unless:
  - a) the Hirer has, with the advance permission of an EVRT Officer, applied to Guildford Borough Council and been granted a Temporary Event Notice, supplied a copy of that Notice to EVRT and will remain on the premises throughout the event
  - OR
  - b) the Hirer personally holds a valid Personal Alcohol Licence from Guildford Borough Council, has supplied a copy of that Licence to EVRT and will remain on the premises throughout the event.With the prior agreement of EVRT at the time the booking is made, Hirers can provide liquor to guests as long as it is not sold.
7. The Hirer is required to **APPOINT A COMPETENT PERSON AT LEAST 18 YEARS OF AGE TO CONTROL THE PARKING OF VEHICLES**, ensuring that:
  - a. Free passage to the main entrance is always left for Ambulance and Fire Engines and movement of all other emergency vehicles.
  - b. There is no obstruction or nuisance or noise to neighbouring residents.
  - c. Vehicles are not allowed to park in the central reservation.
  - d. Driving on to any part of the fields or the Cinder Track (*A246 access, near Scout Hut*) is **STRICTLY PROHIBITED** unless by prior agreement with EVRT at the time the booking is made under penalty of non-return of deposit.
  - e. Pitch hire includes provision for limited car parking in the KGV car park accessed from Browns Lane.
8. The total number of people to be admitted during the period of the hiring shall not exceed at any time: a) Main Hall - 120; b) Clubroom - 100
9. Hirers of indoor spaces must make themselves aware of the **FIRE EXITS**, which are clearly marked and must be kept free of obstruction at all times. In the event of a fire it is the Hirer’s responsibility to sound the Fire Alarms and make sure their guests vacate the premises to a safe area. Indoor smoke-making activities and/or fireworks are prohibited. **NO BARBECUES** are permitted indoors or outdoors except by prior written agreement.
10. It is **PROHIBITED** to use nails, pins, tacks, screws, sticky tape or the like on the fabric of the Hall building, furniture and/or fittings. Only Blutak may be used, and all traces of that must be removed at the end of the hiring.
11. The Hirer is responsible for maintaining good order and ensuring that no nuisance is caused to users on or off the Premises or to residents in the vicinity of the Premises. Please note that EVRT staff may live on site. The decision of EVRT Officers on acceptable noise levels and proper use of the Premises is final – penalties may include EVRT Officer(s) turning off power to equipment without any liability to EVRT for damage incurred or loss of booking amenity.
12. Persons bringing dogs onto the Premises must be responsible for their animals, avoid causing a nuisance to other visitors on the Premises, and dispose of dog waste using designated bins provided. The Hirer shall be required to pay for the repairing of any damage caused by their bringing of dogs onto the Premises.
13. In the event of failure to comply with a request or direction of an EVRT Officer concerning the proper use of the Premises, that EVRT Officer may terminate the hire and instruct that the Premises be vacated forthwith.
14. The Premises must be completely vacated at, or before, the end of the hiring period and left in a clean and tidy condition:
  - a. As stated in the **Cleaning and Damage Provisions** herewith, Hirers of indoor spaces shall wash and put away all crockery and utensils and leave the kitchen clean and tidy.
  - b. The Hirer is responsible for providing glassware and cleaning products.
  - c. Unless advance arrangements have been made, all property belonging to the Hirer or the Hirer’s guests or agents must be entirely removed from the Premises at the end of the hiring period.
  - d. All rubbish resulting from each day of the Hire must be entirely removed from the Premises by the Hirer by the end of that day. Failure to do so will result in a charge being levied. No food waste or flammable materials may be stored on the Premises overnight in any circumstances. Rubbish and recycling hoppers are located at the entrance to the main car park.
  - e. The Hirer must report any breakages or damage must be reported in writing to the KGV Manager within 48 hours of vacating the Premises.
15. Hirers of pitches, or any part of the fields, must clear litter from pitches and leave changing rooms /showers in a clean and tidy condition, if used.
16. EVRT reserves the right to charge the Hirer the cost of making good any loss or damage caused, or for any extra cleaning necessary.
17. EVRT accepts no responsibility for loss or damage to users’ property, clothing or vehicles and contents.
18. Hirers are strongly advised to seek advice about obtaining appropriate insurance if the planned activities might cause harm to themselves, their guests or members of the public who may be on the Premises. *NB - EVRT’s insurance does NOT indemnify users against these risks.*
19. The hire charges to be applied for a booking will be the rate set at the time the booking is confirmed [*i.e., signed T&Cs, herewith, and payment of booking deposit*].
20. Hirers who intend to play music, show films/television programs, or broadcast any other media, who do not possess a valid *Phonographic Performance Ltd Licence*, will incur an extra charge as per Hire Agreement.
21. Drinking glasses, glass bottles or any other glass must not be provided or used anywhere outdoors – this includes on steps, paths and patios adjacent to the building.
22. **Cancellation(s)**
  - a. In the event of circumstances beyond its control, EVRT reserves the right to cancel the booking at any time and shall not be liable to pay compensation, although hire charges already paid may be refunded.
  - b. In the event of cancellation by the Hirer 3 months or more before the date of hiring, the booking deposit less £10 cancellation charge will be refunded.
  - c. In the event of cancellation by the Hirer less than 3 months but more than 14 days before the date of hiring, the booking deposit less £20 cancellation charge will be refunded.
  - d. In the event of cancellation by the Hirer less than 14 days before the date of hiring there will be no refund of the booking deposit.

*The Trust processes its data in accordance with the Privacy Notice published on its website. The Hirer has the right to object to the processing by the Trust of their personal data.*