

Hawkesbury Village Hall – Hirers Summary Sheet - Key Requirements

Version 2 update – December 2025

Important Note - this Summary Sheet does not form part of the Hiring Agreement. It is intended as an aide memoire for hirers after they have read and understood the Hiring Agreement. Nothing stated in or omitted from this Summary Sheet shall affect the meaning or construction of the Hiring Agreement in any way.

- During the hire you are responsible for the premises and for the cost of any damage caused and the behaviour of all persons using the premises. You or another responsible adult nominated by you must be present at all times.
- If you wish to be insured for the cost of any damage or any third-party claims, you must arrange your own insurance.
- You must comply with all statutory or other legal requirements.
- No alcohol to be brought onto, sold or consumed on the premises unless you have specifically arranged this with us at the time of booking. BYO is only permitted in exceptional circumstances and is limited to Hall User Groups for AGM's etc and special events e.g. weddings where clients wish to consume a specific brand that the hall cannot/does not wish to provide. Such exceptions are at the discretion of the Hall Committee, and an appropriate cover charge can be applied. A managed bar is available but needs to be requested when booking.
- You must comply fully with the conditions imposed by our Premises Licence and in particular the times at which activities must stop at the end of an evening.
- Any accidents to be reported in the Accident Book located in the kitchen. First Aid kits are located in the kitchen and the upstairs meeting room.
- Any breakages to be reported and paid for.
- Before the start of the hire familiarise yourself with the location of the fire alarms, extinguishers and exits.
- At the start of the hire check for any obvious safety hazards (e.g., fire extinguisher missing, broken glass or spillage not properly cleared away by a previous hirer, blocked exits, trip or slip hazards, unsafe items on the ground if hiring the field).
- Adequate or exclusive car parking cannot be guaranteed nor can exclusive use of the recreation ground.
- At the end of the hire the tasks on the Clear Up Checklist to be carried out. You are responsible for the security of the premises during and at the end of the period of hire.