

ASHURST VILLAGE HALL CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following the Booking Secretary should be consulted immediately.

THE HIRER shall mean an individual hirer or where the Hirer is an organisation, the authorised representative.

The Hirer must be at least twenty five years of age.

Supervision of the Hall

The Hirer will, during the period of the hiring, be responsible for supervision of the premises and grounds, the fabric and the contents, their care, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity.

The Hirer shall ensure that the minimum of noise is made on arrival and departure, thereby showing thoughtfulness for people living in the immediate vicinity of the Hall and passers-by. Noise during any event should be kept in check so that persons in the neighbourhood are not unreasonably disturbed. Activities for children must be monitored by responsible adults. Bookings for Birthday Parties between the ages of 13 and 24 inclusive will not be accepted.

Booking the Hall

The procedure for booking the Hall is as follows:

1. Check on the calendar for availability of the date(s) and time(s) you wish to book.
2. If the hall is free, complete the online Booking Form. Please complete the form fully, as it will give us all the information we need to ensure the quick and easy processing of your request.
3. Make your payment. Our preferred method of payment is by Bank Transfer, as this means we can approve your booking without having to wait for funds to be banked and cleared. Our Bank Details are given on the form. In the event you are unable to pay by Bank Transfer, please email the Booking Administrator.

4. Your payment will include room hire costs and a deposit of £100 (£250 for weddings) to cover any breakages/damages at the time of the event. Your deposit will be returned in full if none of the above occurs.
5. Your online form will be automatically sent to our Bookings Administrator, who will check to ensure availability, that it complies with our regulations and that full payment has been received. You will then receive email confirmation of your booking, together with access arrangements for the day of your event.

Please note- your booking cannot be confirmed until both a fully completed booking form and full payment have been received. Until then, your proposed dates remain available to be booked by other parties.

Acceptance of any Booking is at the discretion of the Management Committee.

Cancellations Policy

Cancellation in excess of 1 month prior to the date.	Full Refund
Cancellation between 1 month and 1 week prior to the date.	50% Refund
Cancellation 1 week or less prior to the date.	No Refund
Cancellation by Village Hall.	Full Refund

The deposit will be returned within 14 days of the event, provided no damage or loss has been caused to the premises, and/or contents, and no complaints have been made to the Management Committee regarding noise, or other disturbance during the period of the hiring. If it is the intention of the Committee to withhold all, or part of the deposit, the Hirer will be notified as soon as possible.

The Village Hall Management reserve the right to cancel a booking and return the money paid. In the event of the Hall or any part thereof, being rendered unfit for use, for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever, save the return of any monies already paid and the deposit.

Use of the Hall

The Hirer or their representative must be available at the starting time stated on the Booking Form, to be given access. The Hall will be closed at the completion of the booked hire period. The hirer must ensure the starting and finishing times detailed on the Booking Form are strictly adhered to. IF THE FINISHING TIME IS EXCEEDED AN ADDITIONAL FEE WILL BE CHARGED AT DOUBLE RATES.

The Hall premises are a no smoking area.

Only the rooms booked on the Booking Form may be used by the Hirer. If, for any reason, additional rooms are required, subsequent to the original booking, this must be advised to the Booking Secretary and additional charges will be due.

The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property or the contents of the building which occurs during the period of the hiring, as a result of the hiring.

Use of the Kitchen

When the kitchen is booked the Hirer may use the facilities and equipment. When the Hirer has finished everything must be left clean and tidy.

The Hirer shall, if preparing, serving or selling food, observe all relevant food Health and Hygiene legislation and regulations. Please note average dishwasher cycle is ninety minutes, please leave empty.

Cleaning of the Premises

The Committee endeavour to ensure that the premises are in a clean and tidy condition ready for use.

At the end of the hire period the Hirer shall be responsible for leaving the premises, equipment and surrounding area in a clean and tidy condition, and properly secured unless otherwise directed.

If the hirer wishes to arrange for the cleaning of the Hall after the event this must be pre-arranged with the Booking Secretary. The Hirer

should be aware that an additional charge will be made for this extra time. Otherwise time must be allowed before the end of the hiring period for cleaning up. Mops, brooms, dustpan and brushes are available for use. Black plastic bags for non-recyclable rubbish are kept in a kitchen drawer. Used black plastic bags are to be put into the green lidded collection bin. Recycling rubbish e.g. glass and plastic bottles, paper, card, cans must be placed directly into the blue lidded bin (not bagged). Chairs and tables must be returned to their storage places in a clean condition.

If, after inspection by a member of the Hall management committee, it is found that the premises need further cleaning to return them to the normal hiring state of cleanliness, then this shall be charged and deducted from the deposit.

Health & Safety and Fire Precautions

The Hirer shall be responsible for the security and safety of the Hall during the hire period. The Hirer shall be designated "**The person in charge of the Hall or Function**" unless they specifically arrange for someone else to undertake this role. The person in charge must be aware of the Hall's policies relating to Health and Safety, Fire Precautions and Fire Drill.

A copy of the Hall's Health and Safety Policy and Fire Emergency Plan and Fire Drill can be found on the Hall website and must be carefully read.

Music

Live or disco music should not continue after 23.00. The Hall **does not** have a Licence with The Performing Rights Society for the performance of Copyright music. A Licence is required if you are putting on a public performance but not if it is for a private party.

Film

Children shall be restricted from viewing age-restricted films, classified according to the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for showing films.

Alcohol

The hall has a Premises Licence for the sale of alcohol between 12.00 and 23.00, the bar must stop serving at 23.00. Alcohol must not be consumed outside the Hall, other than on the decking.

The Hirer shall ensure that, in order to avoid disturbing neighbours of the Hall, and to avoid violent or criminal behaviour, care should be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted, either on the premises or in the immediate vicinity. Alcohol shall not be served to any person suspected of being drunk, nor to any person suspected of being under the age of eighteen. No illegal drugs may be brought onto the premises.

Protection of Children and Vulnerable Adults

The Hirer shall comply with the Hall Child Protection Policy and ensure that any activities for children and vulnerable adults complies with the latest government legislation, and only fit and proper persons who have passed the DBS checks should have access to these groups. The Village Hall Management Committee will require proof of the DBS Check and to hold a copy of the Hirers relevant policies.

Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority and the Hall's Fire Risk Assessment, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer should also comply with the Hall's Health and Safety Policy.

The Fire Service shall be called to any outbreak of fire, however slight and details given to the Booking Secretary .

The Hirer acknowledges that they have read the Fire Emergency Plan and understood the following:

- The Action to be taken in the event of fire, this includes calling the Fire Brigade and evacuating the Hall.
- The location and use of Fire Equipment. Escape Routes and the need to keep them clear.

- Method of operation of escape door fastenings.
- Appreciation of the importance of any Fire Doors and of closing all the Fire Doors at the time of a fire.
- Location of First Aid Box (kitchen)
- In advance of any activity the Hirer shall check the following items:
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any Fire Doors are not wedged open.
- That Exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner, in accordance with the Electricity At Work Regulations (1989)

Stored Equipment

The Management Committee regrets that it is unable to offer any facilities for the storage of equipment within the Hall.

Accidents and Dangerous Occurrences

Any failure of equipment belonging to the village Hall must be reported to the Booking Secretary as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the Village Hall Management Committee as soon as possible, and complete the relevant section in the Hall's Accident Book, stored in the kitchen.

Explosives and Flammable Substances

The Hirer shall ensure that:

- A. Highly flammable substances are not brought into, or used in any part of the premises, and that
- B. No internal decorations of a combustible nature shall be erected without the consent of the Management Committee.

Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the

Management Committee. Portable liquified propane gas (LPG) heating appliances shall not be used.

Animals

The Hirer shall ensure that no animals (including birds) except Guide Dogs are brought into the premises, other than for a special event agreed by the Management Committee. No animals whatsoever, are to enter the kitchen at any time.

Fly Posting

The Hirer shall not carry out, or permit fly posting or any other form of unauthorised advertisements, for any event taking place at the premises and shall indemnify and keep indemnified, each member of the Village Hall's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the Local Authority.

No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer

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