

# Henton Village Hall- Terms and Conditions of Hire

All policies referred to here are on the website and in hard copy in the blue folder in the entrance lobby of the Hall

## 1. Booking:

- The Hirer must complete the Booking process and make **full payment** of the hire fee at the time of booking.
- We reserve the right to charge a deposit.
- Please ensure that you have allowed sufficient time to 'set up' and 'tidy away'.
- Keys are collected at the start time of the booking from the Key Safe at the Hall by the Front Door and returned at the end of the booking.

## 2. The Hirer will during the period of hire, be responsible for:

- The supervision of the Hall, the fabric and contents, their care and safety from damage
- Ensuring that the permitted number of people in the Hall does not exceed 240 seated in rows, theatre style; 120 at tables; 210 dancing, with some sitting at tables. These numbers assume the use of both the main hall and adjacent Gibbs Room. (the hall has only about 140 chairs)
- Ensuring that the behaviour of all persons using the premises is appropriate and that there is adult supervision for all children's parties.
- Assistance dogs are allowed in the Hall. No dogs or other animals are allowed in the Hall or on the playing field (unless the Trustees have given specific permission)
- No overnight camping (including motorhomes and caravans) is allowed in the village hall car park.
- the hall may be hired Monday-Friday, 8.00am – 11.30pm  
Saturday, 8.00am – 12.00 midnight  
Sunday, 8.00am – 10.30pm.
- Ensuring all hall users park in marked bays.
- Informing the Booking Secretary of any breakages

## 3. Indemnity: The hirer will indemnify Trustees for the cost of repairing any damage to any part of the property or its equipment which occurs during the period of hire.

## 4. Third party claims: **The hirer will be responsible for any third party claims made during the period of hire.** The Hall Trustees are **NOT** responsible for loss or damage to any property, or to any vehicle of the Hirer or user or any person attending the Hall, as a result of a hire.

## 5. The Hirer shall not sub-let, or use the Hall for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the Hall, or its users.

- All electrical equipment brought on to the premises etc must be in good condition and safe to use
- Fused trailing sockets must be used in preference to multi adaptors. Trailing electrical cables must be routed away from main pedestrian walkways. Where not possible, cables are to be made safe.

## 6. Fire

The regulations are displayed in the Hall. A diagram showing the exits and location of fire extinguishers can be found in the Blue Book in the foyer and is pinned on the noticeboard by the Served hatch.

- Regular hirers (those paying for a block of bookings) are responsible for carrying out a fire drill annually with their attendees
- The Hirer must note position of the fire extinguishers and fire exits and inform everyone at start of hire.
- Fire exits must be kept clear
- In the event of a fire, the hand operated bell should be sounded. The Hirer should check that all rooms have been vacated, that all Hall users are accounted for and the emergency services are contacted.

## 7. Health & Safety: The hirer must abide by the Hall's Health & Safety policy when using equipment or preparing food. Any accidents should be recorded in the accident book, kept with the first aid box in the kitchen. Hirers should read and apply the Hall's policy on "The Safety of Children, Young People and Vulnerable Adults" (when appropriate).

## 8. First Aid:

- The First Aid kit, which is situated in the kitchen is only to be used for minor injuries.
- For major injuries the emergency services must be contacted, and the Trustees informed of the incident.

## 9. Alcohol,

When alcohol is to be sold It must be consumed on the premises and the hirer must get a Bar License at least a week before the event from Henton Village Hall.

### **The hirer must observe the Primary conditions required under the Licensing Act 2003**

- act responsibly and ensure all conditions of the Licensing Act (2003) are observed
- Not to sell, supply or permit the consumption of alcohol to anyone under the age of 18 years.
- Display a copy of the Bar License provided by Henton Village Hall by the Served at the time of the event.
- The named hirer must be in attendance during the whole period of hire.

- The named hirer must ensure the objectives of the Licensing Act are in no way compromised during the period of hire viz. prevention of disorder; maintenance of public safety and the prevention of public nuisance. (For further details of the Licensing Act, contact Mendip District Council, Licensing Department)

#### **10. Food and Entertainment**

- The Hall has PRS and PPL licenses for the performance of music and showing of films.
- The Hirer understands the WiFi is occasionally unavailable and that the Trustees do not guarantee its availability.
- The Hirer must also ensure that any Caterers or Entertainers engaged are suitably licensed and insured.
- All crockery, cutlery, tablecloths and pans used during the period of the hire must be washed, dried and put away at the end of the hire. (See additional notes about the dishwasher below)
- Please notify the Booking Secretary of any breakages.
- All rubbish must be removed from the premises at the end of the hire period.
- Our insurance policy does not cover Bouncy Castles. Hirers **MUST** get their own insurance for bouncy castles..
- NO fireworks are allowed inside or within the grounds of the village hall.
- NO candles are allowed in the hall except those on a birthday cake and tealights in jars
- NO blue tack, sellotape or similar is to be used on the walls. Banners and other similar decorations may be pinned on the display strip.

#### **11. Dishwasher**

- Please follow the instructions for use beside the dishwasher.
- Please empty the dishwasher before the end of your hire.

#### **12. Noise and Disturbance**

- Do not disturb those living close to the Hall or allow guests to cause any sort of disturbance in the area, either during or after functions.
- It is the Hirer's responsibility to call the police if there is a disturbance.

#### **13. End of Hire**

- Functions must finish by times indicated in 2..
- The Hall must be left clean, floors swept and all spills mopped.
- All waste must be removed from the premises and not left in the building or outside.
- Check that all lighting switches are off, including the water heater in the kitchen.
- Leave the Hall as found, windows closed, all external doors locked, curtains opened, chairs and tables stacked as per the notice in the storeroom.
- All kitchen work surfaces, and the cooker, are to be cleaned. The fridge is emptied.
- All toilets are to be flushed and left in a clean and tidy condition.
- All of your belongings are removed from the hall.

#### **14. Smoking**

A strict No Smoking policy applies within the Hall.

#### **15. Cancellation charges**

- **By the hirer:** if there is no replacement booking for the dates concerned, repayment of the deposit or any fees will be at the discretion of the Hall Trustees.
- **The Trustees** reserves the right to refuse or cancel or curtail a booking by giving seven (7) days' notice, in writing, to the hirer together with the refund of any fees or deposits paid.
- **Act of God;** If the Hall is unfit for purpose through flood, storm or similar "force majeure", all fees and deposits will be refunded.

**16. GDPR** Information is kept for up to 7 years for accounting purposes. We will only contact you in relation to your hire and your details are only available to Henton Village Hall Trustees and those involved in its administration.

Henton Village Hall Trustees January 2023