

Village Hall Terms of Hire

1 General Terms

- a. The Hirer must be 18 years or over.
- b. Payment terms must be adhered to (SEE BELOW).
- c. The Hall must not be used for anything other than that stated on the booking form, nor may it be sub-hired or used for any unlawful purposes.
- d. Whilst on the premises the hirer is responsible for the fabric and contents of the building and at the end of the hire the hirer must:
 - i. Leave the premises clean and tidy
 - ii. Windows and doors locked
 - iii. Key in the key press – numbers shuffled
 - iv. All tables and chairs returned to storage properly cleaned and packed away
 - v. Any heating controls reset. (Instructions are on the panel and notice board*)
 - vi. The hall floor must be swept.
 - vii. Follow the instructions* regarding the use of the kitchen, managing rubbish, cleaning, use of the dishwasher and heating.

Failure to do this may incur an extra charge. PLEASE NOTE THAT AN CHARGE OF £50 will be levied for cleaning costs if the hall is not left in a clean condition.

- e. **It is important that the hirer books for all the time they will need, including set up and tidying up post event. There is no access to hirers to the hall outside their booked times. Again, a charge will be incurred if this occurs, it can also cause issues with safeguarding.**
- f. Any decorations put up for a party or event should not damage ceilings, walls and floors. Any damage found after the event (including paint marked by blue tack or sticky fixers) may incur an extra maintenance/repair charge. Any decorations used should be taken down after the event. Care needs to be taken not to release helium balloons into the roof space.

2 Health and Safety

- a. The Hirer must ensure that regulations from the Local Authority or the HSE in connection with the preparation and serving of food are fully compliant. This also applies to all Regulations for events which include public entertainment and stage productions.
- b. No more than 120 seated or 180 standing are allowed in the hall at any one time. (Condition from Waverley Borough Council for licensing)
- c. The hirer must comply with any current legislation associated with the Covid pandemic or any other health issues.
- d. Hirers should make themselves familiar with the fire evacuation routes in case of emergency - see the noticeboard in the Village Hall for fire exits and fire extinguisher points. Access to the Hall must be kept free for emergency vehicles and fire exit doors should not be obstructed during use. LPG heating appliances – or any other flammable substances – are not permitted. Naked flames including candles (except birthday cake candles) are not permitted in the building. In the event of a fire the emergency services should be called immediately and the Booking Secretary and Chairman advised straight away. (See kitchen notice board for contact details.)
- e. Any electrical or other equipment brought in must be in good and safe working order – the Village Hall Committee cannot be held responsible for an injury caused by faulty equipment.

- f. The Hirer is responsible for ensuring the safety of any equipment (e.g. bouncy castles) for activities or entertainment. Equipment must be PAT tested and the Hirer must hold a copy of appropriate liability insurance for the equipment.

3 Entertainment:

The Village Hall Committee holds a Performing Rights Society Licence and a Licence for Regulated Entertainment between 0800 and 2359 (excluding Sundays).

We ask that music is not played loudly after 11.00pm and that after 11.30pm the playing of music stops. Music must not be a nuisance to neighbours

(please make sure you assist with this by keeping doors and windows closed

if music is being played or a band is playing after 10.00pm). Note that the Village Hall does not hold a TV licence. Hirers wishing to show any TV programme, whether live or streaming service, are responsible for ensuring that they hold the legal right to do so.

Users should enter and vacate the Hall quietly respecting neighbours.

4 Car Parking:

There is some car parking for hirers at the rear of the Village Hall

– other guests can park in the village car park in front of the church.

Please do not park on the A287 as the shops need this for their customers.

5 Cancellations:

If for any reason there is a need to cancel the booking, the bookings secretary should be contacted giving as much notice as possible. The committee reserves the right to charge 50% of the booking fee for cancellations within four weeks of the event.

6 Alcohol Licence:

If you are intending to sell alcohol at your event the Hirer of the hall is responsible for obtaining the relevant alcohol licence. Such licence should be applied for through the Hall Licensee, Mr. David Forster, by emailing david-forster@live.co.uk.

The Hirer is responsible for ensuring there is no drunken or disorderly behaviour on the premises. NO ALCOHOL IS TO BE SERVED TO PERSONS SUSPECTED OR KNOWN TO BE UNDER THE AGE OF 18.

7 Damage and Insurance:

The Hirer must not bring onto the premises anything which would invalidate any insurance policies in respect of the Hall. The Hirer shall indemnify the Hall Management Committee for the cost of making good any damage done to any part of the premises which may occur during the period of hire, or any injury, including nuisance arising as a result of use of the premises. Churt Village Hall has its own Public Liability insurance

BUT HIRERS SHOULD NOTE THEY ARE NOT COVERED BY THIS POLICY.

Commercial and business users must have their own insurance.

8 Smoking:

NO SMOKING is allowed inside Churt Village Hall.

9 Safety of Vulnerable People:

the hirer must comply with the Hall Hiring Condition with respect to children and vulnerable people. In particular:

- a. The welfare of the child or vulnerable adult is paramount and is the responsibility of the hirer.
- b. Hiring of the Village Hall for groups (other than private parties) involving children under 16 years of age or vulnerable adults will only be accepted if the individual or organisation can

give evidence of affiliation to an appropriate governing body and provide evidence of a Vulnerable Adults Protection Policy and/or Child Protection Policy.

- c. Any individual or organisation wishing to run classes or events for unaccompanied persons under the age of 16 years, other than a private party, must be certified by the Disclosure and Barring Service. The Committee reserves the right to apply further restrictions as they deem necessary.
- d. Any individual or organisation wishing to show a film or show in the Hall must ensure that no children are admitted when they are below the age classification for the film or show.
- e. All suspicions or allegations of abuse reported to the Village Hall Committee will be taken seriously and reported to the appropriate authorities.

10 Payment

The Village Hall Committee would prefer payments to be made by bank transfer.

Details will be sent when the booking is confirmed, and an invoice is issued.

- a. Payment must be made at least four weeks before the event, or at the time of booking if at less than four weeks' notice. The booking will be considered as unconfirmed until payment has been made. Hallmaster is our booking tool and will send out automatic emails to confirm your booking
– please check your spam/junk folder in case they are accidentally diverted there.
- b. The Village Hall Committee reserves the right to charge interest on late payments and to refuse entry to the Hall for an event if payment has not been made prior to the Hire date.
- c. Any questions about payment should in the first place be directed to the Bookings Secretary.
Email: hallbookings@churtvillagehall.org.uk. Telephone: 01428 854321.

11 Access:

The village hall key is accessed via key press.

The current number will be issued to the hirer shortly before the booking.