

Bishop's Sutton Village Hall - Terms & Conditions of Hire

Thank you for choosing Bishop's Sutton Village Hall for your event! Please read these terms carefully **before** making your booking to ensure a smooth and enjoyable experience for everyone.

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1. Booking & General Information

- All bookings must be made via our online booking system: [Home | Bishop's Sutton Village Hall](#)
- The **hirer must be 18 or over** and is responsible for ensuring no more than **120 people** use the hall at any time.
- A **Fire Officer** must be nominated (see Fire Safety section below).
- Smoking and e-cigarettes are **not allowed** anywhere inside the hall.

2. Charges, Payments & Cancellations

- **Rates are reviewed annually** and may change without notice. **Approved regular users** will have a **pre-arranged grace period** before new rates apply.
- If your activity benefits the community, you may apply for a rate reduction. The Committee's decision is final.
- **Deposits** may be required at the committee's discretion and refunded within 28 days, less any costs for **damage, loss, or extra cleaning** if the hall is not left as found.
- **Setup and cleanup time must be included** in your booking. **Approved regular users** will automatically receive a free of charge 30 minute period before and after their booking – **Note:** This may overlap with another **approved regular user** with an adjacent booking in which case your mutual respect and consideration is expected.

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- Storage is **very limited** and available only for **approved regular users** with prior agreement.
- **Invoices for approved regular users** are issued monthly and must be paid by the **last working day** of the month before the month in which the booking falls. For all other hirers, payment are due as follows:

Where the booking date is:	the latest payment date is:
• Less than 28 days after the invoice date	the third working day after the invoice date or, if earlier, the day before the booking
• 28 days or more after the invoice date	28 days after the invoice date

- **Cancellations and late payments:**

Any cancellation must be notified by email to booking.bsvh@gmail.com

- *If payment has been made:* refunds will only be made if your cancellation is notified **at least 14 days** before your booking
 - *If payment has not been made:* no charge will apply if cancellation is notified at least **14 days in advance**, otherwise full payment of the booking fee must be made.
- Late payment may result in additional charges or refusal of future bookings.

3. Responsibilities of the Hirer

Our **Information for Hirers** document will be provided as an email attachment with confirmation of payment, this provides full details of the hirers responsibilities.

- **Supervision & Security**
 - The hirer is responsible for the supervision of the premises, the fabric and contents, and the behaviour of all persons using the hall.
 - The hall key is in a key safe (see Hirer's Information document for details). On departure you are responsible for locking up the hall, returning the key to the key safe and resetting the numbers on the key safe so that they no longer display the entry code.

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- The hirer shall make good or pay for all damage (including accidental damage) to the premises, fixtures, or contents. Covered in further detail in [Section 5](#)
- **Fire Safety:**
 - The nominated Fire Officer must ensure emergency lights are on and exits are clear.
 - The Fire Service must be called to any outbreak of fire, and details provided to the Secretary of the Management Committee using the emergency contact numbers provided in the **Contact Us** section of the **Information for hirers** document provided with the confirmation of payment.
 - Fire doors must not be wedged open, and exit signs must be illuminated.
- **Use of WiFi:**
 - Do not use the WiFi for illegal or unethical activities (e.g., hacking, pirated content, or illegal websites)
 - Be considerate. Don't harass others, send spam, or do anything that could slow down the network.
 - Avoid heavy downloads or streaming HD videos to keep the network running smoothly for everyone.
 - We reserve the right to block access for anyone misusing the network or breaking these rules.
 - We can't guarantee the WiFi will always be available or fast. It depends on your device and network traffic.
 - Any data collected through the use of our WiFi will be managed in accordance with data protection laws.
- **Noise & Neighbours:** Please be mindful that the hall is in a residential area and be considerate when arriving and leaving. Loud music should not be played after **23:00**.
- **Cleanup:** The hall must be cleared and tidied in accordance with the information provided in the Hirer's Information document. We reserve the right to retain all or part of any deposit to cover any extra cleaning costs.

4. Licensed Activities

Some activities require a licence, including:

- Selling or supplying alcohol
- Live or recorded music, performances, film screenings, or sporting events

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- Gambling activities (raffles, bingo, lotteries, betting, etc.)

Please check the government guidelines for [Entertainment Licensing](#) and [Alcohol Licensing](#). If in doubt, consult us before your event.

- **Alcohol Licensing**

The premises licence held by Bishop's Sutton Village Hall covers the sale of alcohol on the following conditions:

- The intention to sell alcohol has been included in the booking request and has been approved on that basis.
- You must appoint a responsible person to oversee the sale and supply of alcohol at events to ensure compliance with licensing laws.
- The Committee reserves the right to impose additional conditions, monitor events, and intervene where necessary to uphold legal and responsible alcohol service.

The full premises licence, including detailed permitted activities and times, is available for review:

- In [Appendix 1](#) of these Terms and Conditions, which provides a summary of key licence conditions.
- Online on our website: [Premises Licence](#).
- Physically displayed on the notice board inside the main hall.

5. Insurance & Indemnity

- The hall's insurance **does not cover** loss, damage, or injury related to hirer activities.
- The hirer is liable for:
 - The cost of repair for any damage (including accidental and malicious damage) to the hall or its contents.
 - All claims, losses, damages, and costs made against or incurred by the Village Hall Committee as a result of hall use by the hirer; and,
 - Any nuisance caused to third parties as a result of the use of the hall and its facilities.
- The Village Hall Committee accepts no responsibility for stored equipment or property left on the premises.

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6. Safeguarding & Compliance

- Activities involving children or vulnerable adults must comply with safeguarding laws. The hirer must provide a **Safeguarding Policy** and evidence of **DBS checks** upon request.
- The hirer must comply with all **public safety regulations**, including:
 - The Licensing Act 2003.
 - The Health & Safety Policy of the Village Hall.
- **Drunk & Disorderly Behaviour:** Excessive alcohol consumption and illegal drugs are prohibited. Any disorderly persons must be removed.
- **Food Safety & Hygiene:**
 - If serving food, the hirer must comply with relevant food safety laws.
 - The fridge is temperature controlled, but food hygiene compliance is the hirer's responsibility.
- **Electrical Appliance Safety:** All electrical appliances brought into the hall must be in good working order and compliant with safety regulations.

7. Cancellations by the Committee

We may cancel a booking if:

- The hall is needed for a **Polling Station** or emergency use.
- The event may **breach licensing or legal conditions**.
- The hall is **unsafe or unusable** due to damage or maintenance.

If we cancel your booking, we will refund any payments made but cannot be responsible for any other costs or losses.

For **Approved regular users with weekly bookings of 6+ hours**, we aim to provide **6 months' notice** for cancellations, unless the agreement has been breached by the user.

8. Privacy (GDPR)

We use personal data for managing bookings, finances, and hall activities. Data is retained for up to **7 years** for accounting purposes. To request details about your data, email booking.bsvh@gmail.com.

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Need Help?

Check our **Hirer's Information Document**, which is provided with confirmation of payment, for practical details on accessing and using the hall. If you have any questions, please contact booking.bsvh@gmail.com.

We appreciate your help in keeping Bishop's Sutton Village Hall a welcoming space for the whole community. Enjoy your event!

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Appendix 1 - Summary of Licensable Activities and Times

Licensable activities authorised by the licence and times the licence authorises that carrying out of licensable activities

a) Plays

b) Films

(i) ***Monday to Sunday 12:00 to 2330***

e) Live Music

f) Recorded Music

g) Performance of Dance

h) Anything of similar description to Live Music, Recorded Music or Performance of Dance

i) Provision of facilities for making music

j) Provision of facilities for dancing

k) Provision of facilities for entertainment of a similar description to making music or dancing

(i) ***Monday to Sunday 1000 to 0000***

m) Supply of Alcohol

(i) ***Monday to Sunday 1200 to 2300***