### Boxworth Village Hall

**Terms and Conditions of Hire**
*(Effective October 2025)*

#### 1. Insurance and Liability

1.1 The Boxworth Village Hall Management Committee (“the Committee”) is insured against Public Liability and the building structure.
1.2 Hirers must obtain their own Public and Employer’s Liability insurance to cover the requirements of their function.
1.3 The Committee accepts no liability for loss or damage to property brought into or left on the premises by the hirer or any other person.
1.4 The hirer is responsible for any damage to the building, furniture, fittings, or other property. Costs for repair or replacement will be charged to the hirer.
1.5 Particular care must be taken with the hall flooring. Footwear likely to cause indentations (e.g. stiletto heels) must not be worn.

#### 2. Payments and Deposits

2.1 Payment of hire charges is due at the time of booking.
2.2 A security deposit equal to the cost of hire will be charged at the time of booking and refunded after the event, subject to deductions for damage, cleaning, or breaches of these terms.
2.3 No refund will normally be given for cancellation of bookings. The Committee may, at its discretion, offer a partial refund in exceptional circumstances.

#### 3. Right to Refuse or Cancel Bookings

3.1 The Committee reserves the right to refuse any booking or cancel a hire agreement at its absolute discretion.
3.2 Without limitation, and without requiring the Committee to specify any reason, reasons for refusal or cancellation may include safety concerns, incompatibility with the hall’s purpose, reputational risk, previous breaches, or essential maintenance.
3.3 Any fees already paid will be refunded in full if the Committee cancels a booking. The Committee shall not be liable for any consequential loss or inconvenience.

#### 4. Use of Premises

4.1 The hirer must be present during the hire period or appoint a responsible person in writing.
4.2 The hirer is responsible for the behaviour of all persons using the premises.
4.3 The hall has a strict **no smoking** policy. Smoking is only permitted outside, and cigarette ends must be disposed of safely.
4.4 No illegal or inappropriate activities are permitted.

#### 5. Fire Safety

5.1 Fire exits must be kept clear at all times.
5.2 Burning candles must always be attended by an adult.
5.3 Main lighting and fire exit lighting must remain on for the duration of any function.
5.4 The hirer must familiarise themselves with the fire exits, extinguishers, and safety notices.
5.5 Any accidents or incidents must be recorded in the Accident Book and reported to the Committee.

#### 6. Capacity Limits

The number of persons admitted must not exceed: - Public dancing: **66** - Public entertainment/seated audience: **110**

#### 7. Seating and Gangways

7.1 Gangways leading to exit doors shall be not less than 1m wide.
7.2 No seat shall be more than 4m from a gangway.
7.3 Passages and gangways must remain entirely clear of obstructions.

#### 8. Permitted Hours

The hall shall not be used for public dancing or entertainment outside the following hours: -

|  |  |  |
| --- | --- | --- |
| Monday | 11:30am to 1:30pm | 6pm to midnight |
| Tuesday | 11:30am to 1:30pm | 6pm to midnight |
| Wednesday | 11:30am to 1:30pm | 6pm to midnight |
| Thursday | 11:30am to 1:30pm | 6pm to midnight |
| Friday | 11:30am to 1:30pm | 6pm to 2am |
| Saturday | 11:30am to 1:30pm | 6pm to midnight |
| Sunday | 11:30am to 1:30pm | 7:30pm to 10:30pm |

#### 9. Alcohol and Licensing

9.1 No alcoholic drinks may be sold without a Temporary Event Notice (TEN) or other licence.
9.2 A copy of any licence must be provided to the Committee in advance.

#### 10. Noise and Neighbours

10.1 Noise levels must be kept reasonable, especially after 10:30pm.
10.2 The hirer must ensure that parking does not obstruct nearby properties. In particular, the gates to the property immediately east of the hall must be kept clear at all times.

#### 11. Cleaning and Waste

11.1 The hirer is responsible for cleaning the hall, re-stacking tables and chairs, and leaving the premises in a tidy condition.
11.2 All rubbish and recycling must be removed unless otherwise agreed.

#### 12. Safeguarding

12.1 For events involving children or vulnerable adults, the hirer must ensure adequate adult supervision at all times.
12.2 Where appropriate, hirers must comply with safeguarding best practices, including DBS checks for staff.

#### 13. Force Majeure

13.1 The Committee shall not be liable if the premises become unavailable due to circumstances beyond its control (e.g. fire, flood, loss of utilities, government restrictions).
13.2 Any hire fees paid will be refunded.

#### 14. Termination for Breach

14.1 The Committee reserves the right to terminate the hire immediately if the hirer breaches any condition.
14.2 In such cases, no refund will be given.

#### 15. Acceptance of Terms

Payment of hire fees constitutes acceptance of these Terms and Conditions.

**Signature of Hirer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Name (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (on behalf of the Committee)
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_