

Bretford Village Hall

Est. 1948

bretfordvh@gmail.com

bretfordvh.lemonbooking.com



TERMS & CONDITIONS OF HIRE

These Terms & Conditions are effective for all bookings from 1st September 2025
These terms and conditions replace any previous versions with immediate effect

Hire Charges

Hall space (minimum 2 hours):

- | | | |
|---------------------|--------------|--------------|
| - upto 50 persons: | £20 per hour | £50 deposit |
| - upto 100 persons: | £40 per hour | £100 deposit |

Grounds and outdoor toilet (only)	£200 per 24 hours	£100 deposit
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Deposit

Bookings of over 16 persons or, social with food/drink will incur a 'return as found' deposit.

'Return as found' includes all details set out in the [All Hirer Responsibilities](#) document that is displayed throughout the Hall and sent at time of booking confirmation.

Damages and breakages (accidental or other) should be reported as soon as reasonably possible at the end of your booking. Deposits *may* be used to repair, clean or replace as required.

Waste

Included in bookings are the following waste allowances. There is a £10 charge per additional binbag left:

- | | |
|-------------------|------------------------|
| Upto 50 persons: | 1 bag |
| Upto 100 persons: | 2 bags |
| 24 hour camping: | Food waste <i>only</i> |

Pet waste can be disposed of in the red bin at the roadside entrance, at the bottom of the drive.

Booking

All bookings are required to be made through the website www.bretfordvillagehall.org.uk. Your request will be processed through this portal. By submitting your booking you are agreeing to these Terms and Conditions (also available to download on the booking site), including the payment terms as per your invoice.

Your booking is only fully confirmed once payment has been made.

Where you have received booking confirmation and are still to pay, you will be contacted should someone else make an enquiry for the same timings.

Booking payments will be returned in full where cancellations are received **through the website** at least one week/seven days before.

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Payments

All payments are requested to be made through the online payment link. This is to enable an automated refund of your deposit, without us needing to request your bank details.

Alternatively, you may pay directly into our bank by BACs payment as per the details on your invoice.

Access and Security

At least two hours prior to the start time of your booking you will be provided with a code to access the key safe, in which you will find the front door key. The key must be returned to the keylock and made secure prior to your departure. Failure to do so may result in you incurring the costs for a full lock replacement.

The carpark barrier is unlocked by a number combination padlock. The same number is used for the padlock for the height barrier (vehicles over 2.1m). *Please have a torch available to see the numbers in dark times!*

Health and Safety

Unless otherwise communicated in writing Bretford Village Hall deem the person who made the reservation to be in attendance throughout the duration booking and to serve in the capacity of a nominated competent person in the event of fire, first aid/medical or other incident.

By accepting these Terms and Conditions, the Competent Person on arrival and as a matter of priority, must familiarise themselves with locations of all related incident equipment and emergency exits. The Competent Person is responsible for communicating the emergency response action plan to users on their arrival and with any required emergency services, local authority, enforcement officers or Village Hall representatives.

Smoking is not permitted in any in any internal or covered areas of the site, this includes vapes/electronic cigarettes. Smokers are required to dispose of their ends in the provided wall-mounted ashtray only.

Bookings made by registered businesses must submit a copy of their valid Public Liability insurance policy on request.

No electricity is to be taken from inside the hall for outside purposes. A metered outside socket can be made available (at cost) on request for camping bookings.

Heaters and lights should be switched off and doors and windows securely locked before returning the front door key to the key safe.

Bouncy Castles

Our insurance policy requires the Hirer to adhere to the following:

The supervisor of the bouncy castle must provide Bretford Village Hall with a copy of their insurance.

The supervisor of the bouncy castle is fully liable.

To this end, any bouncy castles are required to be permanently staffed by an insured bouncy castle provider.

Privately owned bouncy castles (inside or outside) are not permitted.

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BBQs / Fires / Fireworks

No fireworks are permitted on site.

BBQs must only be lit on structures that are solely manufactured for the purpose of BBQing food. Such BBQ structures must be raised at least 30cm off the ground. Portable BBQs must 'sit' on a non-flammable stand/brick/block.

Lit BBQs must be at least 3 metres away from any nearby structure (e.g. tent/vehicle/building/fence/woodland). Lit BBQs must be fully supervised at all times and **never be left unattended**.

All BBQ waste must be taken away at the end of booking. **No related BBQ waste is to be disposed of on site**, this includes hot or cold ashes.

Firepits are only permitted in barrels that are raised and do not touch the ground.

Food and Drink

The Competent person assumes responsibility of food preparation and the consumption of food, including allergens, food hygiene and safety. The competent person should be satisfied of all working practices and licenses of any outsourced services they procure.

To serve alcohol which is paid for, the Hirer must be registered, currently approved with the Licensing Authority and comply with the Licensing Conditions they have obtained for the event. A copy of permits granted must be submitted electronically prior to the booking commencing.

Consumption of alcohol is the responsibility of the Hirer and/or Competent Person. English law applies at all times.

Facilities

Please ensure you allow enough time to set up and pack away your booking space. Booking times are from door entry to door exit time. Later than booked departures may result in additional charges.

Bretford Village Hall is a community building. As such, members of the community are fully entitled to access the grassed area. Please be mindful of this as you utilise any outside areas for bookings.

Campers are required to leave space for children and families to access Puddleducks at the rear of the site.

Any related concerns or disputes can be directed to ourselves via email: bretfordvh@gmail.com and/or to the Parish Council Clerk: brandonandbretfordclerk@gmail.com (07720 882 972). For all safeguarding related matters, please contact the Parish Council Clerk directly.

Please request a copy of our Safeguarding and our Responsible Dog Owners policies should you wish to read them.

Bretford Village Hall accepts no responsibility for any damage or loss of private property or user possessions during the hire of the Village Hall, nor for any actions by humans or animals.

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Music

All instruments/music should be played with the intention of being 'rhythmically musical'.

To reduce sound travelling, doors and windows must be closed between 10pm and 8am. During these times music should not exceed 90Db inside of the Village Hall 70Db outside, when standing at the entry noticeboard. Free 'decibel metre' phone 'Apps' are available including: "Decibel X".

All guests should be considerate to village residents living in close proximity to the Hall, particularly ensuring they arrive and leave quietly.

Booking Conditions

The Hirer should only use the premises for the purpose stated in the booking form. This includes the areas used and the numbers attending.

Non-Council Tax payers are not permitted to book as Bretford Village Hall is owned by community Council Tax payers and managed by Council Tax paying volunteers.

The Hirer is responsible for ensuring their booking complies with all relevant laws and regulations.

Bretford Village Hall reserves the right to terminate the Hire Agreement and booking where any terms and conditions are breached. In the event of termination, the Hirer and all guests must vacate the Premises immediately.