

Terms & Conditions

July 2026



Ownership status of Broad Hinton Village Hall and how it is managed. Broad Hinton Village Hall (BHVH) and the land on which it is built is owned by the Charity Commission on behalf of the Trustees of the Broad Hinton Village Hall charity (305475). Broad Hinton Village Hall is a charitable community venue run by volunteer trustees.

By booking the hall you agree to follow these terms.

1. Responsibility of the Hirer

The person making the booking is responsible for:

- The behaviour and safety of all guests (including immediately before and after the booking)
- Ensuring the hall is used only for the purpose stated in the booking
- Ensuring the use of the hall complies with all conditions made by the Local Authority or otherwise displayed in the hall
- Ensuring the hall is left clean and tidy
- Paying for any damage or additional cleaning required

The hirer must not sub-let the hall or allow it to be used for unlawful activities.

The hirer must remain contactable and sober during the event, or nominate a responsible adult who will take this role.

2. Safety

The hirer must:

- Follow all fire safety instructions displayed in the hall
- Ensure the maximum capacity agreed for the event is not exceeded
- Ensure sufficient adult supervision if booking involves more than 20% of persons under the age of 18 (minimum ratio of 1 adult to 12 young people)
- Follow food hygiene regulations when preparing or serving food
- Only use electrical equipment provided by the hall

The following are not permitted:

- Bouncy castles or inflatable equipment
- Naked flames (including candles)
- Unauthorised electrical equipment

For certain types of higher risk events that have a large number of people attending and finish after 10pm, we will provide security at the hirer's cost.

3. Noise and Respect for Neighbours

The hall is located in a residential area.

Hirers must ensure:

- Guests arrive and leave quietly
- Noise does not disturb neighbours
- Music finishes by 10:00pm (9:00pm Sundays)
- The hall is vacated by 11:00pm (10:00pm Sundays)
- DJs or live bands perform only on the stage

Doors and windows facing the road must remain closed when music is playing.

4. Alcohol and Licensing

If alcohol will be sold or supplied, this must be declared when booking.

The hirer is responsible for ensuring:

- Alcohol is not sold to anyone under 18
- The hall's licensing conditions are followed
- No one smokes, vapes or consumes alcohol outside of the front of the hall

An additional licensing fee may apply.

5. Parking

Parking is limited.

Hirers must ensure:

- Vehicles are parked only in designated spaces marked for village hall use only
- Residents' driveways and access routes are not blocked
- Additional parking arrangements are made if required

Vehicles are parked at the owner's risk.

6. Deposits and Damage

Some bookings require a refundable deposit.

The deposit may be used to cover:

- Damage to the building or equipment
- Additional cleaning
- Breaches of the hall's licensing conditions
- Disturbance to neighbouring residents
- Removal of hall equipment

The hirer must not make any fixings to, or attach decorations to the hall fabric, without written agreement from the trustees.

If agreement is given, the hirer will ensure any decorations, notices, pictures or any other materials are affixed to the walls, window or doors with Command Strips only (no Blue or White Tack, or adhesive tape is allowed).

The hirer must not fix anything to the floor, either with nails, glue or any other medium.

The hirer must take reasonable care when operating equipment, in particular ensuring they and their guests know how to operate the sound system, patio doors, and main hall doors (do not open past 90°). Fridge and wine coolers must be switched off when leaving.

Deposits are normally refunded within 7 days after the event.

7. End of Hire

At the end of the booking the hirer must:

- Return furniture to its original location
- Remove rubbish
- Turn off lights and equipment
- Secure the building if responsible for locking up

Failure to follow the departing checklist may result in loss of the deposit.

Hirers must not take or allow their guests to take, any action which could compromise BHVH's Premises/Alcohol Licence issued by Wiltshire Council (as marked). This is particularly important regarding noise (especially music), anti-social behaviour or parking, which disturbs surrounding residents. This will be assessed by any complaints received from residents. All or part of the refundable deposit will be forfeit, depending on the severity of the activity. As an example, if you or your guests park on or block residents' driveways, resulting in a complaint, the full deposit will not be refunded.

8. Insurance and Liability

The Village Hall provides public liability insurance for the premises and its equipment.

Hirers must arrange their own insurance where required (for example commercial activities).

Hirers must report to the trustees:

- All accidents involving injury or death
- Any failure of hall equipment

The Village Hall trustees cannot accept responsibility for:

- Personal belongings brought to the hall
- Events cancelled due to circumstances outside their control
- Injury resulting from activities organised by the hirer

9. Cancellation

If a booking is cancelled less than 28 days before the event, the hire fee will still be charged.

Agreement

By confirming the booking, the hirer confirms they have read and agree to these terms

Hirer Name: _____

Date: _____

Signed by Hirer: _____