



**Vicarage Way, Colnbrook, SL3 0RF – (registered Charity No: 1003725)**

## **Colnbrook Village Hall Trust**

### **Terms and Conditions of Hire**

1. All applications for the hire of all or part of the venue must be made via the online Booking portal on the venue website [www.colnbrookvillagehall.org.uk](http://www.colnbrookvillagehall.org.uk) by clicking on the “Request Booking” option. The person accepting the Terms and Conditions shall be deemed as the hirer, who shall be personally responsible for the hire and the proper and full compliance of these terms and conditions. Where a promoting organisation is named, that organisation shall be deemed to be the hirer and shall be jointly and severally liable herein with the person who signs the form.
2. All hirers must pay a £200 security deposit at the time of making a booking request, which upon receipt will allow the Bookings Clerk to approve the requested hire date and time. Payment of the Deposit must be received and/or cleared into the Colnbrook Village Hall bank account within 3 (three) days of making the booking. If this initial payment is not received within the 3 days, the requested dates/times will be released back into the calendar.
3. Full payment for the cost of the hall hire must be received within 14 days of the hire date, or if the booking is made within 14 days of hire date, full payment is to be made immediately.  
All deposits and fees are to be paid via bank transfer or via the SumUp link, details of which will be issued with the invoice once the booking request has been approved. The booking will not be guaranteed until the hall hire payment has cleared to the Colnbrook Village Hall bank account.
4. The premises/venue shall not be used for any other purpose than that stated on the booking form.
5. The Colnbrook Village Hall trustees do not accept bookings for birthday parties from the age of 13 (thirteen) through to the age of 21 (twenty-one). If it becomes known that parties in this age group are taking place, then the breach of this condition will mean that the event will be cancelled by the Management Committee and the deposit forfeited.
6. The village hall's licence does not allow any alcohol to be brought onto the premises and sold or consumed on the premises by the hirer or people attending the event. The hirer will be required to book the use of the Bar facility, and all alcohol is only available to be purchased and consumed from the Bar which will be served by licensed staff accordingly. Breach of this condition will mean that the event will be cancelled by the trustees and the deposit forfeited. Contact details of the licensed staff will be provided if the Bar service is required by the hirer.
7. The drink & drugs policy is displayed in the foyer notice board and must be always adhered to. Breach of this/these condition(s) will mean that the event will be cancelled by the trustees and your deposit forfeited.

8. The premises shall not be used for any type of public entertainment or performances requiring the licence of any local or other public authority unless such licence shall have first been obtained by and at the expense of the Hirer unless otherwise permitted or arranged by the trustees who will need sight of any such licences.
9. No copyright dramatic or musical performance shall be performed or sung without the licence of the owner of the copyright being obtained by the Hirer who shall indemnify the owner of the hall against any infringement of copyright which may occur during the Hiring.
10. The trustees of the premises shall not be responsible for any loss of or damage to any property arising out of the hiring, nor for any loss, damage or injury which may be incurred by, or be done, or happen to any person, or persons resorting to the premises during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the owner against any claim which may arise out of the hiring or which may be made by any person resorting to the premises during the hiring in respect of any such loss, damage or injury.
11. The trustees of the village Hall or any person acting as its agent reserves the right to put a stop to any entertainment, function or meeting not properly conducted as per the terms of this agreement.
12. The Caretaker or any other employee or agent of the trustees who is in attendance during the whole or any part of the period of the hiring and who performs any service for the Hirer whether or not in relation to anything mentioned in the last foregoing condition shall have deemed to have acted as the servant or agent of and on behalf of the Hirer as if temporarily in his employment.

#### **HIRER'S RESPONSIBILITIES:**

(for guidance and not restricting the full responsibilities within these Terms and Conditions of Hire)

13. The Hirer shall be solely personally responsible to the trustees for the following matters:
  - a) The conduct of all persons coming into or using the premises as his guest or otherwise in connection with the hiring.
  - b) That all such persons leave the premises by the time the period of hiring expires and do so in a quiet and orderly fashion. The Trustees reserve the right to deduct an additional pro-rata hire payment from the hirers deposit for every 15 minutes that the hirer is late leaving the hall, after the agreed time on the signed booking form. The hirer shall be the last person to leave the hall and not leave any third-party supplier on site without supervision.
  - c) That no unlicensed gambling gaming or wagering takes place on the premises.
  - d) That no riotous, unlawful, disorderly or unseemly conduct or activity takes place on the premises.
  - e) That no breakage or loss occurs to the premises or to any furniture, fittings or equipment belonging to or in the care of the trustees.
  - f) That he or she or a representative of the hiring body oversee and present in the premises at all times when the public are on the premises.

g) Ensuring that at the end of the hiring period, that the premises and all such furniture, fittings and equipment are left clean and tidy and ensure that all appliances are turned off before they leave the Village Hall.

14. The Hirer shall be responsible for not allowing any nuisance to be caused to other users of the Village Hall and its neighbours, either by excessive noise or irresponsible behaviour.

15. The hire of the hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall is hired, unless specific arrangements have been made with the Bookings Clerk.

16. The Hirer shall not sublet the Hall or any part thereof except with the permission of the Bookings Clerk.

17. Property of the Hirer and the Hirer's agents must be removed at the end of the hiring. The trustees of the premises accept no responsibility for any property left on the premises after the hiring. The trustees reserve the right to dispose of any such items, the cost of disposal to be deducted from the deposit.

18. No bolts, tacks, screws, bits, pins or other like objects shall be driven into or attached to any part of the premises including the stage, nor shall any placards or other articles be fixed thereto except with the permission of the trustees.

19. No flags or emblems or other decorations shall be displayed outside any part of the premises without the previous consent of the trustees.

20. The Hirer shall remove any flag or emblem, or other decorations displayed inside the premises if, in the opinion of the trustees, it shall be unseemly or expose the premises to undue risk of fire or, in the opinion of the trustees, is likely to lead to disturbance or breach of the peace.

21. All scenery used for stage performances, or the like must be fireproofed.

22. No exits may be blocked, no chairs or obstructions may be placed in corridors, nor may any fire appliances be removed or tampered with.

23. No additional lights or extensions from the existing light fittings shall be used without the previous consent of the trustees.

24. Hirers must always observe the statutory fire regulations which apply to the premises. **The use of candles or other naked flame in any part of the building is also strictly prohibited** (except for candles on a cake, or tea light candles, the use of which must be discussed and receive explicit consent from the trustees).

25. **Maximum total number of people allowed in the hall overall at any one time is 200.**

For seating capacity, the maximum allowed by the local authority for each area of the Hall is as follows and the Hirer undertakes that this limit will not be exceeded:

- i. Meeting Room 1. 20
- ii. Meeting Room 2. 20
- iii. Bar/Lounge. 40
- iv. Main Hall 120 (this can be increased to 150 with certain seating arrangements)

26. In the event of any failure by the Hirer to discharge his responsibilities under the foregoing conditions he shall be solely and personally responsible to the trustees for making good any damage, breakage or loss and for recouping any expense incurred by the trustees in reinstatement, replacement, cleaning or otherwise because of the Hirer's said failure. With regards to the foregoing paragraph a refundable deposit will be added to all accounts and, subject to the conditions being adhered to, will be refunded within 7 (seven) days following the date of the function.
27. Unless it is otherwise specifically agreed the Hirer is responsible for providing all such catering and refreshment service (except as in Clause 6 above) and shall as he may need for the purpose of the hiring and for ensuring that all food intended to be consumed on the premises is prepared only in the kitchen and not in any other room, lobby or passage.

28. At the end of the hiring the kitchen and its' equipment are to be left in a clean and tidy condition.

29. **Rubbish and Recycling:** Hirers are encouraged to take any rubbish away with them at the end of the hire. If Hirers do use the bins at the hall, they can only dispose of a reasonable amount, and they must ensure that **only the correct rubbish is placed in the relevant bin**.

- One bin is labelled solely for general waste, and the other bin is only for clean recyclable items (no food should be placed in the recycling bin).

*Rubbish deposited incorrectly will result in a significant deduction from the Hirer's deposit.*

**Any other rubbish or excess number of bags must be removed from the hall by hirer.**

#### **Cancellation of Bookings:**

30. All cancelled booking will be charged for in full unless cancellation is made more than 14 days prior to the date of the hire when the deposit will be forfeited or unless the trustees decide otherwise.

The Trustees appreciate there will be exceptional circumstances/occasions whereby a hirer may have to cancel a booking at the last minute and therefore be in breach of the terms and conditions of hire. In such cases, the deposit will be returned, but an automatic Admin Fee of 50% of the hire fee will be charged and deducted accordingly. If there is a serious loss of earning to the Village Hall Trust, because of the cancellation (i.e. not being able to secure another booking or having previously turned down other potential lucrative hirers) then the full hire fee may be forfeited altogether. The decision of Trustees on this matter is final and is not for negotiation.

31. The trustees reserve the right to cancel any booking at short notice upon the terms that the booking fee is refunded in full and that the trustees are not responsible for any loss or inconvenience caused to the Hirer by such cancellation. (Although the right thus reserved to the trustees is absolute and unfettered it is to be understood without creating any contract or warranty that the right will not be ordinarily exercised except in circumstance of emergency beyond the trustees' control.)

**I/We agree to the Terms & Conditions of use as stated and set out above.**

Signed Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

For office use only:

Signed on behalf of CVHT : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name: \_\_\_\_\_

Any additional comments: