
Standard Conditions of Hire

Please read the following conditions carefully:

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for overseeing the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met. Please note: the Committee will not be liable for any personal injury, loss or damage to property arising during the period of hire.

2. Use of the premises

You must ensure that all persons using the premises behave in accordance with public order requirements both inside and in the immediate proximity of the hall and that all forms of entertainment cease immediately at the end of the hiring session.

Please note: the hall has adjacent neighbours and as hirer you are responsible for the level of noise under the 1974 Control of Pollution Act. The noise from parties and amplified music should be kept at a reasonable level so as not to cause nuisance to the immediate neighbourhood. Please ensure the main hall fire door is left closed and unobstructed to provide easy escape whilst keeping exterior noise to a minimum.

The hirer shall not sub-hire or use the premises for any unlawful purpose. Bookings by political parties or campaigning organisations must not conflict with the charity's objects or bring the hall into disrepute.

The hall holds relevant licences under Performing Right Society (PRS) and Phonographic Performance Licence (PPL).

The hall holds Public Liability Insurance, but inflatables are not covered. **If inflatables are to be used, you must check that the provider of the equipment is PIPA registered and meets all the required safety standards.**

Regular hall hirers are required to hold appropriate public liability cover.

Please note that **no pins, Blu tac or tape, etc. are to be used on the walls or doors. Hooks have been provided for attaching bunting, etc.**

3. Smoking/Vaping

It is against the law to smoke or vape in this building. The hirer is responsible to ensure that no one smokes or vapes within the building, if caught by the authorities it could lead to a fine payable by the hirer.

4. Accessibility and Parking

The hall has step-free access at the front, 2 disabled bays and an accessible toilet. To the rear parking is permitted on tarmacked and grassed areas, but you may have to consider the need to control parking. Any parking on the road should be done to avoid obstruction of the highway or adjacent properties. Please note the Committee cannot accept responsibility for any loss or damage to private property whilst on Village Hall land.

5. Health & Safety and Safeguarding

The hall has a Health and Safety Policy which is available on the Noticeboard. Groups providing activities for children, young people and adults at risk are required to have a Safeguarding Policy and to have carried out relevant checks through the Disclosure and Barring Service (DBS). The hall's Safeguarding Policy is on the Noticeboard. The hirer will, during the period of hiring, be responsible to oversee all health and safety and safeguarding issues. All reasonable steps must be taken to prevent harm and to respond appropriately if harm does occur. Any relevant concerns must be reported to the appropriate authorities and accidents should be recorded in the hall's Accident Book which can be found in the First Aid Box in the entrance hall. If appropriate, hirers should bring their own First Aider. If an incident does occur, please notify the hall's named contact – see the Noticeboard.

6. Alcohol

The hall has a bar facility, and the Village Hall Committee has a premise licence to sell alcohol. This facility is available for use for functions and private parties but can only be run by Village Hall representatives. An outside body is not permitted to sell alcohol on these premises. For smaller groups, at the discretion of the Trustees, by prior arrangement and on payment of an agreed corkage fee you can Bring Your Own Bottles (BYOB). Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity.

7. Fire

The hall has carried out a Fire Risk Assessment and in the event of a fire on the premises please follow the guidelines on the Fire Action posters located at the fire exits. This includes calling the Fire Brigade and evacuating the hall. The assembly point is at the front of the hall. The full Fire Risk Assessment is available on the Noticeboard.

8. Explosives, flammable substances and heating

You must ensure that no highly flammable substances or heating appliances are brought into or used in any part of the premises.

9. WiFi Services

When using the WiFi service, you agree not to use it for any unlawful, harassing, libellous, abusive, threatening, harmful purposes or any other breach of law. To keep any username, password or other information which form part of the WiFi service security procedure confidential.

Although we aim to offer a good WiFi service, we make no promise that the service will meet your requirements. We cannot guarantee that our WiFi service will always be fault-free or accessible.

10. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition. A separate Checklist is provided to ensure you understand what is required.

11. No rights

This Agreement constitutes permission only to use the premises in accordance with the dates and times agreed and confers no tenancy or other right of occupation on you.

Hard copies of the Hall Hire Agreement, insurance and licences are available to view in the entrance hall on the Village Hall Notice Board. Health & Safety notices and relevant policy information is also on the Notice Board.

12. Privacy and Data Protection

GDPR (General Data Protection Regulation) applies to our organisation, and we are committed to ensuring the protection of personal data. For more information see the Privacy Statement on the Noticeboard.