



# Hire Terms & Conditions

## Upper Meeting Room

### 1. General Terms

- 1.1. The Upper Meeting Room at the Cranage Village Hall (the "Venue") is managed by a committee of volunteers (the "Committee"). By hiring the Venue, the Hirer agrees to the following terms and conditions.
- 1.2. The Venue is available for hire on a weekly basis, with access granted to the Upper Meeting Room as well as kitchen and toilet facilities (the "Facilities").
- 1.3. All bookings must be made through the online portal and paid for in full prior to the commencement of the hire period.
- 1.4. The Village Hall hire charges are fixed annually between April 1st and March 31st of the following year. These charges are reviewed and updated annually, with new rates published in January to apply for the forthcoming year. Any bookings made in advance for the following year, prior to the publication of new charges, are subject to potential changes in accordance with the updated rates.

### 2. Check-In and Check-Out

- 2.1. The Venue operates on a self-serve basis. The Hirer will be provided with an individual access code to enter the Venue via email around 48h before the start of the hire period.
- 2.2. The Hirer is responsible for ensuring that the Venue is left in a clean and tidy condition at the end of the hire period. All setup and cleanup must be completed within this hire period. Charges will apply if the Venue is not vacated and cleared as per these terms.

### 3. Use of Facilities

- 3.1. The use of kitchen, toilet facilities and Wi-Fi is included in the hire cost.
- 3.2. The Hirer is responsible for arranging and paying for any additional services such as catering or any equipment hire. The Hirer must ensure that all setup and breakdown of such services are completed within the hire period.
- 3.3. No bouncy castles or any other inflatables are permitted on the premises, whether indoors or on the grounds.
- 3.4. Rubbish disposal is the responsibility of the Hirer. No bins are provided at the Venue, and all rubbish must be taken away at the end of the hire period. If the Hirer fails to remove rubbish, they will be liable for any cleaning costs incurred by the Committee and/or the cost of skip hire to dispose of the waste.
- 3.5. Regular weekly hirers may be provided with a designated storage space within the hall, at Committee's discretion. The Village Hall shall not be liable for any loss or damage to equipment stored in this space. Hirers agree to store the equipment within the designated boundaries of the storage space. In the event that the equipment needs to be removed, the Hirer agrees to do so with a minimum of two weeks' notice from the Committee, which will be sent via email to the address used for the booking.

- 3.6. The use of kitchen and toilet facilities is shared with the hirers of the Main Hall & Grounds.
- 3.7. The hirer must not make use of the outdoor space or the Main Hall to avoid disruption to any other parties that might be hiring those parts of the hall.

## 4. Safety and Compliance

- 4.1. The Hirer must adhere to all safety precautions during their use of the Venue. Under no circumstances should electrical wires be run from internal sockets to the outside.
- 4.2. The Hirer must familiarise themselves with the location of fire exits, extinguishers, and alarms, and ensure these are not obstructed at any time. First Aid & Burns kits are available in the kitchen.
- 4.3. Smoking is prohibited inside the Venue and must only take place in outdoor areas, with proper disposal of cigarette ends.
- 4.4. The Hirer must comply with all applicable local and national laws, regulations, and bylaws during the use of the Venue.
- 4.5. In the event of a fire or other emergency, the Hirer must follow the Venue's emergency procedures, which are displayed on the premises.

## 5. Emergency and Maintenance

- 5.1. In case of emergency, or if there are any issues with the Facilities during the hire period, the Hirer must contact the Committee immediately via email at [urgent@cranagevillagehall.co.uk](mailto:urgent@cranagevillagehall.co.uk) which is monitored in real time. Additionally, the Hirer must provide a phone number in the email so that a Committee member can contact them directly if necessary to discuss any urgent matters.
- 5.2. The Hirer must not attempt to fix or repair any damage or faults with the Facilities themselves. The Committee will arrange for any necessary repairs.

## 6. Liability and Hold Harmless Clause

- 6.1. The Hirer agrees to hold harmless and indemnify Cranage Village Hall, its Committee members, volunteers, and affiliates from and against any and all claims, liabilities, damages, losses, or expenses arising from or in connection with the use of the Venue and Facilities.
- 6.2. The Hirer accepts full responsibility for any damage to the Venue or Facilities during the hire period and agrees to cover the cost of repairs or replacements as necessary.
- 6.3. The Committee is not responsible for any loss, theft, or damage to the Hirer's or guests' personal property brought onto the premises.

## 7. Parking and Vehicle Use

- 7.1. The Venue provides parking space for 2 cars on any of the parking spaces directly next to the main gate of the car park. The Hirer is responsible for managing the parking of their guests.

- 7.2. Any vehicles left in the car park after the hire period must be removed as soon as possible. The Venue is not liable for any damage or theft that may occur to vehicles left in the car park.

## **8. Noise and Nuisance**

- 8.1. The Hirer must ensure that noise levels are kept to a reasonable level, particularly during the evening and night hours, to avoid disturbing local residents.
- 8.2. Music and other amplified sound must cease by 11:00 PM unless otherwise agreed in writing with the Committee.

## **9. Alcohol and Licensing**

- 9.1. If the Hirer intends to serve alcohol at the event, they must obtain the necessary licences or permissions in advance and ensure compliance with local laws and regulations.
- 9.2. The Hirer is responsible for the conduct of guests concerning alcohol consumption and must ensure that no underage drinking occurs on the premises.

## **10. Insurance**

- 10.1. The Hirer is advised to obtain their own insurance to cover any potential liabilities arising from their use of the Venue, especially for larger events.
- 10.2. The Venue's insurance does not cover the Hirer's personal property, equipment, or third-party services brought onto the premises.

## **11. Child Safety and Supervision**

- 11.1. The Hirer is responsible for the safety and supervision of children at all times during the hire period.
- 11.2. The Venue does not provide any childproofing or safeguarding measures, so the Hirer must take appropriate precautions.

## **12. Decorations and Alterations**

- 12.1. The Hirer may decorate the Venue within the hire period, but must not use any fixtures that could damage the walls, floors, or ceilings (e.g., nails, tape, staples).
- 12.2. All decorations must be removed by the end of the hire period. Any damage caused by decorations or failure to remove them may result in additional charges.
- 12.3. The use of confetti, glitter, or similar materials is prohibited inside and outside the Venue.
- 12.4. Any displays or exhibition materials must be freestanding and not affixed to walls, floors, or ceilings without prior consent.

## **13. Termination and Cancellation**

- 13.1. The Committee reserves the right to cancel any booking with immediate effect if the Hirer breaches any of these terms and conditions or if the Venue becomes unusable due to unforeseen circumstances.
- 13.2. If the Hirer wishes to cancel their booking, they must do so through the online portal. Refunds for cancellations are subject to the Venue's cancellation policy.

## **14. Access for Committee Members**

- 14.1. Authorised Committee members or representatives reserve the right to access the Venue at any time during the hire period for the purposes of ensuring compliance with these terms and conditions or in case of emergencies.
- 14.2. The Committee will endeavour to respect the privacy and conduct of the event during such access.

## **15. Advertising and Promotion**

- 15.1. No signage or promotional materials may be affixed to the exterior or interior of the Venue without prior written consent from the Committee.

## **16. Photography and Filming**

- 16.1. Photography and filming are permitted at the Venue.
- 16.2. The Hirer is responsible for ensuring that appropriate permissions are obtained from individuals being photographed or filmed.

## **17. Environmental Policy**

- 17.1. The Hirer is encouraged to minimise waste and use environmentally friendly products wherever possible.
- 17.2. Any use of hazardous materials must be disclosed to and approved by the Committee in advance and handled in accordance with applicable safety regulations.

## **18. Heating, Lighting, and Energy Use**

- 18.1. The Hirer should use the Venue's heating, lighting, and other energy resources responsibly and ensure that all lights and appliances are turned off upon leaving the premises. The light in the foyer is motion sensitive and will automatically turn off after a few minutes.
- 18.2. Any adjustments to heating or lighting systems should be made carefully and returned to their original settings at the end of the hire period.

## **19. Maximum Capacity**

- 19.1. The maximum capacity of the Upper Meeting Room is 4 people. The Hirer must ensure that this limit is not exceeded at any time during the event.
- 19.2. Exceeding the maximum capacity may result in immediate termination of the event and potential additional charges or legal consequences.

## 20. Security Deposit

- 20.1. A refundable security deposit may be required at the time of the booking. This deposit will be refunded within 14 days after the event, provided no damage has occurred, and all terms and conditions have been adhered to.
- 20.2. The Committee reserves the right to retain part or all of the security deposit to cover the cost of any damages, extra cleaning, or additional time used beyond the agreed hire period.

## 21. Prohibited Activities

- 21.1. The following activities are strictly prohibited on the premises:
  - 21.1.1. Use of fireworks, pyrotechnics, or open flames without prior written consent from the Committee.
  - 21.1.2. Illegal activities of any kind.
  - 21.1.3. Sale or distribution of illegal substances.
  - 21.1.4. Gambling activities unless properly licensed and with prior approval.
- 21.2. Violation of these prohibitions will result in immediate termination of the event, forfeiture of the security deposit, and potential notification of law enforcement authorities.

## 22. Force Majeure

- 22.1. The Committee shall not be liable for any failure to perform its obligations under these terms and conditions due to events beyond its reasonable control, including but not limited to natural disasters, pandemics, acts of terrorism, or government restrictions.
- 22.2. In the event of a force majeure occurrence, the Committee will notify the Hirer as soon as possible and any fees paid may be refunded or the booking rescheduled by mutual agreement.

## 23. Data Protection and Privacy

- 23.1. The Hirer's personal data will be collected and processed in accordance with applicable data protection laws and the Venue's privacy policy. This information will be used for the purposes of managing the booking and any necessary communications.

## 24. Consequences of Breaching Terms and Conditions

- 24.1. **Immediate Termination:** The Committee reserves the right to terminate the hire agreement immediately if the Hirer breaches any of these terms and conditions. This includes, but is not limited to, violations related to damage, misuse of the Facilities, failure to comply with safety procedures, or engaging in prohibited activities.
- 24.2. **Forfeiture of Deposit:** In the event of a breach, the Hirer may forfeit some or all of their security deposit. This decision will be made based on the severity of the breach and the resulting costs or damages incurred by the Committee.

- 24.3. **Additional Charges:** The Hirer may be liable for additional charges to cover any costs associated with repairs, extra cleaning, or other issues arising from the breach. These charges may include, but are not limited to, costs for skip hire, replacement of damaged property, or costs associated with rectifying any safety violations.
- 24.4. **Legal Action:** The Committee reserves the right to pursue legal action if the breach results in significant damage or loss. This includes, but is not limited to, recovery of costs for damages, legal fees, or compensation for any losses incurred.
- 24.5. **Future Bookings:** The Hirer may be banned from making future bookings if they repeatedly breach the terms and conditions or if the breach is deemed severe. The Committee will review such cases on an individual basis.
- 24.6. **Insurance Claims:** In cases where damage or loss is covered by insurance, the Committee may claim against the Hirer's insurance if applicable. The Hirer will be responsible for any insurance excess or shortfall not covered by the policy.
- 24.7. **Communication:** The Committee will provide written notification of any breaches and the resulting consequences. The Hirer will have the opportunity to respond or contest any charges or actions taken.

## 25. Changes to Terms and Conditions

- 25.1. The Committee reserves the right to amend these Terms and Conditions at any time. Any changes will be communicated to the Hirer via email to the address used for the booking, and the updated Terms and Conditions will be published on the Village Hall's website.
- 25.2. Any bookings made prior to the changes taking effect will remain subject to the Terms and Conditions in place at the time of the booking, unless the changes are required to comply with new legal or regulatory requirements.
- 25.3. It is the Hirer's responsibility to review the Terms and Conditions regularly to ensure they are aware of any updates or amendments.