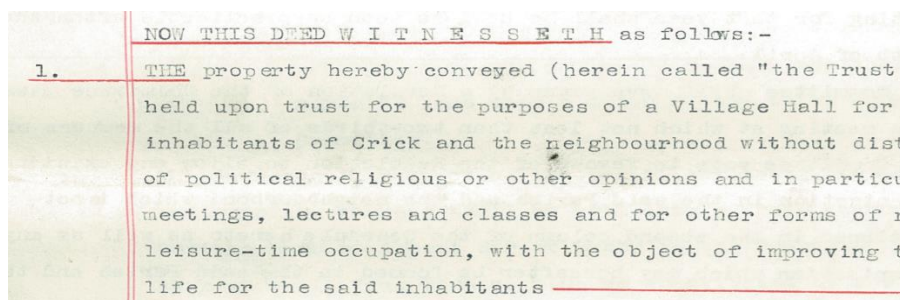




Terms and Conditions

*When you book the hall, you agree to these conditions. It is in your best interest to make sure you have read them carefully and ask us about any part of them that you are not sure about **before you book**.*

When you confirm your booking, these terms become your contract with us. If you fail to observe any of the provisions of this contract, part or all of your security deposit may be withheld at the discretion of the hall management committee.



Who is responsible?

You (the named hirer) must supervise the event and be responsible for the behaviour of everyone using the premises, the care of the hall and its contents and for making sure the hall is properly cleaned after the event. **You may not pass these responsibilities to someone else. If an emergency prevents you from attending your booked event, the hall committee must be told immediately.**

Detailed 'before you leave' checklists are posted throughout the hall. You are responsible for cleaning up after your event, and leaving the hall ready for the next users.

You will be asked to reimburse the cost of any necessary repairs, or for putting the hall back into usable condition, or for compensating users who have had to clean up after you.

You must be over 18 to hire the village hall; or over 30 to hire it for an event at which the majority of guests are teenagers.

You must ensure that at least one responsible adult, sober enough to drive a car, is present throughout your hire period.

If the majority of your guests will be teenagers, specific ratios of adults to under-18s will be set for your event by the booking secretary and those adults must be on the premises from the start to the end of the hire period. We will require names and contact details for all supervising adults.

You must not enter the hall during another person's hire period (for example, to collect something left behind) unless you first make yourself known to the responsible adult.

Hall officers may enter the hall during your hire period to check that a responsible adult is present. We also reserve the right to enter the hall at any time to attend to urgent maintenance, but we will always do this with care and discretion.

Ratio of adults to children:

You must have **at least two adults** present for all activities involving children under 18, and maintain **a ratio of one adult to every 10 under-18s**. (We may agree a different arrangement for registered organisations which have their own rules about this – please contact the booking secretary).

Safeguarding vulnerable users

If children or vulnerable adults are using the hall during your hire period, you must:

- make sure you comply with all laws intended to protect them
- show us a copy of your child protection or safeguarding vulnerable adults policy if we ask to see it
- show us your DBS clearance (or the DBS clearance of anyone you employ to provide a service during your hire period) if we ask to see these documents

Equality, Diversity and Inclusion

Hirers must ensure that activities conducted at the hall are open, lawful, and run in a manner that does not unlawfully discriminate against, harass, or exclude any person. Hirers must comply with the hall's Equality, Diversity and Inclusion Policy and must take reasonable steps to ensure guests, participants, and contractors behave respectfully and lawfully. The hall reserves the right to refuse or cancel bookings where there is a serious risk of breach of this requirement.

Capacity: how many people?

The maximum number permitted in the hall under current fire safety rules is:

- No seats – 140
- Audience – 100-120
- Cabaret (seats and tables) – 100

Your booking

When you make a booking, you are agreeing to the terms and conditions of hire set out in this document. When we confirm the booking with you, the booking becomes a contract. Occasionally, we may need to alter the terms of a booking and we reserve the right to do so.

- **Strictly no sub-letting:** When you hire the hall, you must not sub-let any part of your booking period to any individual or organisation.

- **Hours of hire:** You must include, and pay for, the time you need to set up your event, clear up afterwards and clean the hall to an acceptable standard.
- **Toilets:** Please take care to check the toilets before you leave for taps left running and to make sure the toilet pans and sinks are as you would wish to find them. Thank you.

Fire and other safety issues

You must:

- Make sure you know the location of all fire-fighting equipment and fire exits at the start of your hire period.
- Keep all fire exits free of obstruction during the hire period.
- Not use smoke machines or similar devices.
- Call the fire brigade immediately if there is a fire and inform the booking secretary.

Dangerous materials

If you bring dangerous materials into the village hall, you must make sure you use them safely. By dangerous materials, we mean:

- any form of gas
- chemicals and poisons
- flammable materials
- naked flames

Electrical appliances

We regularly test the portable electrical appliances in the village hall to check they are safe.

You may bring your own appliances and use them in the village hall, and you may employ somebody during your hire period (for example, a DJ) who brings their own appliances. You must make sure your own appliances are in good working order, and you must use them safely. You are also responsible for making sure your contractor does this too, and has adequate insurance.

Bouncy castles & other large equipment

Use of bouncy castles and other large hired entertainment equipment is permitted in the hall, on the understanding that you accept full responsibility and liability for their delivery, use and removal, and for the cost of repair of any damage that may be caused to the hall's fabric as a result of their presence and use.

First aid box

There is a first aid box in the kitchen. Please contact us as soon as possible after your hire if you need to use it so that we can check and replace contents.

You must record any accident which causes an injury in the accident book (kept on the kitchen counter by the internal door). Please also record any 'near miss' incidents.

Parking

If users have more vehicles than the car park can accommodate, you are responsible for making sure your guests park in the road considerately, private driveways are not blocked and sight lines are safe – particularly at the junction with Vicarage Close.

Smoking, vaping & alcohol

No smoking or vaping is allowed anywhere inside the building. If guests smoke outside, pick up any cigarette ends at the end of your hire. A cigarette disposal box is on the hall wall next to the car park.

To sell alcohol during an event at the hall, you must have Temporary Events Notice (TENs) licence from West Northants Council. Further information online here: <https://www.westnorthants.gov.uk/licensing-and-regulation/temporary-event-notice>.

If you sell or serve alcohol, you must comply with the law as it applies to under-18s.

You must make sure people do not drink excessively during your hire period and that no-one behaves in an anti-social manner.

We may end your booking immediately if we find you cannot produce necessary licences or if we suspect that any law, including those dealing with under-age drinking or possession of illegal substances, is being broken. Your security deposit may be forfeit.

Noise

Please switch off amplifiers at 11pm. There is no exception to this rule.

We may allow hires to go on beyond midnight, but this is decided on a case-by-case basis, and no amplified sound will ever be permitted beyond 11pm. For more information on the law and noise, please go to <https://www.gov.uk/guidance/noise-nuisances-how-councils-deal-with-complaints#noise-at-night-warning-notices>.

Before 11pm, you must make sure that you do not generate excessive noise. If your event is loud, you must keep fire doors and windows closed to avoid noise nuisance to hall neighbours. Do not allow noisy gatherings in the open air around the hall in the late evening. If your event ends late in the evening, make sure guests leave as quietly as possible.

Rubbish and recycling

Please take recyclables and nappies home – **we have no recycling facilities, and nappies make our toilets and commercial bin smell very bad very quickly.**

Your liability and compliance with the law

You are responsible for complying with the law during the period of your booking including, but not limited to:

- food hygiene requirements
- performing rights
- sale of goods
- gaming, betting and lotteries
- public safety compliance
- provision and sale of alcohol (see alcohol section above)

We are insured against any claim arising from our negligence. We accept no other legal liability. You are also liable for any loss or damage to the village hall and its contents during or as a result of your hire of it.

Forfeit of deposit

For online and one-off bookings, we request a deposit of £150. For large events, or bookings across a whole day or several days, the booking secretary has the discretion to ask for a higher deposit.

Forfeit of deposit in part or in whole will be decided by the booking secretary and management committee chair within seven days of your hire. The hirer can ask the whole committee to reconsider their decision up to seven days after being told of a deposit being withheld. The whole committee's decision is final.

Cancellations & refund policy

You can cancel your online booking and get a full refund up to 60 days before your event.

If you cancel between 30 days and 59 days before your event, we will refund 50% of your hire fee and the whole of your security deposit.

For cancellations less than 30 days before your event, please apply to the committee in writing to ask for a refund or partial refund at their discretion. You can contact us by email at crickvhall@gmail.com, or by letter at the post box in the front porch of the hall.

Please contact the booking secretary if you want the committee to consider exceptional circumstances that could justify a full refund after cancellation, regardless of when your event was due to be held.

*Management Committee
Crick Village Hall
1 July 2026*