

Crowhurst Village Hall Surrey

Terms and Conditions of Hire

1. Definitions

"The Hall" means Crowhurst Village Hall Surrey, including the kitchen, toilets, and associated facilities.

"The Recreation Ground" means the adjoining grassed area available for outdoor events.

"Car Park" means the hard standing space in front of the Hall.

"The Hirer" means the individual, organisation or representative responsible for the booking.

"The Committee" means the Village Hall Management Committee.

2. Acceptance of Conditions

By making a booking, the Hirer agrees to follow these Terms and Conditions and accepts responsibility for all persons attending the event. The Hirer must be aged 18 years or over.

3. Booking and Payment

Hire charges are as detailed on the website and may be changed from time to time. **Bookings are not confirmed until hire charges, (and deposits if required), are paid via an online bank transfer.** If an event overruns the booked time period, the Committee reserves the right to levy the appropriate additional hire charge.

4. Security Deposit

A refundable security deposit **may be** required. The deposit may be retained in whole or in part to cover damage, additional cleaning, overruns, or breaches of these Terms and Conditions. Deposit amount if required, will normally be no more than £100 and is determined by the Committee.

5 Use of the premises

The premises may only be used for the purpose stated on the booking form. The Hirer shall not sub-let or transfer the booking. Maximum occupancy of the Hall shall not normally exceed 120 persons, unless with prior agreement of the Committee.

5. Supervision

The Hirer shall normally be present throughout the hire period and shall always be responsible for the behaviour of attendees and compliance with all applicable laws and regulations. The Hall is not licensed for public entertainment, and the public cannot gain admittance by payment at the door.

6. Health and Safety

Emergency exits must remain unobstructed. No activity may create unreasonable risk to persons or property. Any electrical item brought into the Hall must be in good working order.

7. Alcohol

Alcohol may be consumed where permitted by law. Responsibility for obtaining any necessary licences or permissions rests with the Hirer.

8. Hours of Hire

The Hall is available to hire from 0800 unless special arrangements have been made for earlier occupation. All events, including music and entertainment, must finish by 12:00 midnight. The Hall must be vacated promptly at the end of the hire period.

9. Noise Control

Consideration must be given to neighbouring residents. Guests must leave quietly and without causing disturbance.

10. Damage

The Hirer shall be responsible for any loss, damage or breakage occurring during the hire period.

11. Decorations

No fixtures or decorations may be attached in a manner that causes damage. Nails, screws and similar fixings are prohibited.

12. Fire Safety

Reasonable numbers of table candles may be used with care, but any other naked flames shall not be used within the Hall. Fire exits and firefighting equipment must remain accessible.

13. Cleaning and Departure

The Hall and grounds must be left clean and tidy. All rubbish generated by the event must be removed by the Hirer at the end of the hire period. Cleaning materials can be found in the kitchen and cleaning equipment in a cupboard within the reception hall. Keys are to be returned in line with the arrangements agreed when collected.

14. Insurance

The Hirer shall ensure when required that appropriate insurance cover is in place. Evidence may be requested before confirmation of the booking.

15. Cancellation Policy

- More than 28 days – full refund.
- 14–28 days – 50% refund.
- Less than 14 days – no refund unless re-let.

16. Cancellation by the Committee

The Committee reserves the right to cancel bookings where circumstances require, and in these circumstances a full refund will be given.

17. Liability

The Hirer shall be responsible for all persons attending the event and any loss, damage or injury arising from the hire.

18. Governance

The village hall is operated by the trustees of the Crowhurst Village Hall Charity. Registered number 305011

Attachment; Risk assessment and method statement template and guidelines for completion