

East Meon Village Hall - Terms and Conditions of Hire

A friendly guide to using and enjoying our community hall (Updated June 2026). These standard Terms & Conditions apply to all hirings (once off & repeat bookings) of East Meon Village Hall (EMVH). Please read & retain them: they require you to accept specific responsibilities and liabilities. It is your responsibility to fully understand what is required. Queries? Email info@emvh.co.uk.

1. About the Hall & Capacity

East Meon Village Hall is offered as it is. We work hard to keep it in good condition, but we can't guarantee it will suit every type of event. The Hall (strictly non-smoking) is licensed by East Hampshire District Council; details are on our website. This premises license determines the maximum capacity. Maximum capacity: Large Hall: 200 people; Small Hall: 80 people; Whole building: 250 people

2. Who the Hirer Is

The Hirer must be at least 18 and is legally responsible for:

- The booking and payment for the booking
- Everyone attending
- Following all rules, laws and licensing conditions as detailed herein and in the EHDC Licence
- Staying on site throughout the event
- Children and teenagers must always be supervised (Bouncy Castle & Toddler Garden also)
- Implementation of the 'No Proof No Sale' policy and of an age verification policy for alcohol (per EHDC licence Annex 1 and Annex 2) and enforcement of non-smoking in public buildings.

3. Booking Your Event

Bookings are made online at <https://emvh.co.uk/>. A booking is not confirmed until you receive written acceptance. Extra details may be requested to assess safety, risks, or licensing compliance. When booking, please select any requested facilities and especially the relevant options for:

- Number of participants
- Serving or consuming alcohol

- Cleaning responsibilities (self-clean or hire us to clean after your booking)
- Setting up and clearing away tables and chairs, and the partition setting if booking both halls

Incorrect selections or failure to comply may result in deductions from your refundable deposit.

When making your booking, please ensure you book enough time for setting up and clearing away. Your booking must cover the entire period you intend to be in the Hall including clearing up afterwards. The Entry Pin is only valid for 15 minutes before and 15 minutes after the duration of your Booking. For example, a children's party 1000-1200 would likely need a booking 0900-1300.

4. Deposits and Payments (100% pre-paid 30 days before your Booking)

A refundable security deposit may be required, especially for parties and events when the kitchen will be used, alcohol will be served etc. Details will be provided when your booking request is accepted.

A Party Risk Assessment is required for any booking (private or public) involving alcohol.

The deposit helps cover things like damage, breakages, extra cleaning, removal of excessive rubbish or the Hall being left unlocked or unsecured. Also damage from decorations as detailed below.

After your event, we'll check the Hall and return your deposit in full or in part depending on how the Hall has been left. Various Checklists are displayed in the Hall to guide you as to what's required.

For private bookings, 30% of the booking total (hire fee and the refundable, security deposit) is payable on receipt of your first invoice to secure the booking. The 70% balance is due 30 days before your booking date. The refundable security deposit is separate from the hire fee and is returned after we've checked the Hall after the booking date. Refunds are usually processed within seven days.

Regular hirers (repeat weekly or monthly bookings) may not need to pay a refundable security deposit – this decision is at the discretion of the Management Committee.

5. Using the Hall (all Equipment for use on-site, unless off-site hire arranged)

Use of the Hall must match the purpose you stated in your booking form, approved by us, and not for any unlawful purpose or activity. You may only use the rooms you have booked – plus any common areas such as toilets / entrance lobby / kitchen as explained on our website <https://emvh.co.uk>.

Pets are not permitted inside the Hall except for registered Guide / Hearing / Assistance Dogs.

Please note that exclusive use can only be granted if you book both Halls simultaneously. This will preclude any other booking or usage of the Hall whilst you have your booking.

Otherwise, the common areas such as the toilets / entrance lobby / kitchen will be for shared use.

The Management Committee try to ensure that parallel bookings will not cause disturbance to other hirers: in cases of a potential clash, the incumbent booking is given preference and the option to book the other space to avoid a potential clash (e.g. children's party request during a meditation class).

Events must finish by the licensed time agreed in advance. A request for a late-night extension for consumption of alcohol on the premises will be considered given the limitations detailed in Part 1 Point I of our EHDC License. The Booking Manager or Trustee may enter the building at any time.

As per #3 above, the Hall does not provide additional time outside of your booking period for preparation or clear-up. Entering earlier and / or leaving later than the additional 15-minute access window may result in a deduction from your refundable deposit. It is important to book enough time, as another hirer might show up right after your booking finishes, expecting to use the facilities.

If you elected to 'self-clean' after your booking / event, please ensure you leave the Hall clean and tidy, as per the Cleaning option selected & the Booking conditions: any failure to do so may result in a deduction from your refundable deposit. Off Site Hire of Tables, Chairs & Crockery by arrangement.

6. Using the Kitchen

The Kitchen & equipment is available for shared use. Exclusive use of all facilities is only provided if both Halls are booked together. No animals whatsoever are to enter the kitchen at any time.

The Hirer is responsible for following food hygiene rules. Please adhere to the signed use of e.g. handwashing sink etc. Please remove all leftover food and rubbish afterwards and leave it clean.

7. Parking and Traffic

Parking at the Hall is limited. The Hirer is responsible for managing drop-offs, pick-ups and general traffic flow so that access routes remain clear. EMVH accepts no liability for cars parked at EMVH.

Preferred access to EMVH is from the West end of Workhouse Lane (and not from the High Street to the East end of Workhouse Lane) – hirers are requested to inform suppliers & guests.

Cars may only be left overnight with prior written agreement from the Hall. Please ensure guests park considerately, do not block driveways or pavements, and leave quietly without disturbance. Also remind guests to remove valuables and not leave anything on view (EMVH accepts no liability).

Parking only bookings (without any Hall booking) are at the discretion of the EMVH committee.

8. Supervision and Care During the Event

As per these T&Cs and the Lobby Noticeboard, the Hirer must remain on site and is responsible for:

Safety: knowing fire exits, 1st Aid Kit (Kitchen) and making safety announcements as needed

Behaviour: ensuring orderly conduct and minimizing disturbance to residential neighbours

Protection of the building: preventing damage to the fabric, fixtures, and fittings

Alcohol: adhering to our EHDH licence, preventing under-18s from drinking; avoiding nuisance, disorder & excessive consumption, and taking appropriate action as necessary to maintain control

9. Off Site Equipment Hire

Hire of Tables, Chairs and Crockery for off-site usage can be arranged. Hirers are requested to return & store the items as per the storage instructions in the storage areas and report any damage. Unless specifically arranged, no equipment may leave the premises, even if a Hall booking has been made.

10. Fire Safety (No Gas, No Candles, No Sparklers, No Fireworks)

Please ensure you know where the Fire Exits & fire equipment are and point them out to your group at the start of your event. Fire exits must always be always kept clear (not used for general entry). No gas cylinders or high-risk materials (including candles) may be brought into the Hall.

11. Smoking

Smoking & e-cigarettes are not allowed anywhere inside the Hall. Evidence of smoking or e-cigarettes may result in loss of deposit. Smoke machines are not permitted.

12. Serving Alcohol

You must tell us during booking whether alcohol will be supplied and consumed, whether sold or not.

- If alcohol is being supplied (sold or included in a ticket price), the Hirer must apply for a Temporary Event Notice (TEN) and upload it on the booking website.
- A TEN isn't needed for a private party where drinks are free and guests haven't paid for entry.
- Conditions attached to our EHDC licence must be followed. Alcohol is only permitted for consumption ON the premises i.e. no sales of alcohol are permitted for OFF consumption
- Alcohol serving sizes must adhere to the EHDC licence and be displayed on any price lists
- Alcohol may only be served after 11h00 and must cease by 23h00 (indoor & outdoor).
- The Management Committee may do spot checks & close any event breaching licensing rules.
- The Booking Manager or a Trustee may enter the building at any time.

13. Music, Noise, Nuisance and Neighbours

Please be considerate of our neighbours - the Hall is less than 50m from residential homes.

The Hirer must ensure that noise, music and activity levels do not cause disturbance. If an event causes nuisance or repeated complaints, EMVH may bring the event to an early close.

Guidelines and specific requirements to ensure noise stays at a reasonable level:

- Unamplified live & recorded music 08:00-23:00 is not licensable (EHDC licence Annex 2)
- Keep all doors and all windows closed when playing music except for normal access & egress
- Live or recorded music should be switched off by 23:00 (EHDC licence)
- The Hall and car park must be vacated by 23:30 – please start emptying out by 23:15 latest
- Per #10 below, rubbish will not be emptied into outside bins after midnight (per EDHC licence)

14. Insurance and Safety

The Hall carries third-party and public liability insurance for non-commercial village events. Commercial events must have their own insurance.

The Hirer is encouraged to arrange insurance for their activities, equipment and participants as needed and request any proof of suitable insurance e.g. Public Liability Insurance from their contracted suppliers before the event. The Hall is kept safe for general use, but the Hirer is responsible for safe use of any equipment they bring (including any electrical goods) and for any risk assessment needed.

The Hall cannot accept responsibility for loss or damage to personal property or vehicles parked in the Car Park. Various Indemnity Notices are displayed in the Entrance Lobby & on the noticeboard.

15. Electrical Equipment (Entertainers equipment per EHDC Licence Annex 3)

Any electrical items brought into the Hall must be PAT tested. Any damage caused by any electrical equipment belonging to the Hirer's or their suppliers may be charged for. Hirers and their suppliers are requested to NOT unplug any existing plugs without permission to do so.

16. Bouncy Castles

Bouncy Castles are allowed indoors in the Large Hall only, and only if:

- A designated adult (21+) always supervises
- Public Liability Insurance is in place (from the supplier or the Hirer) and adequate proof of insurance must be provided to EMVH before the event (EMVH insurance excludes inflatables).

17. Decorations

Decorations must not damage walls or fittings. Hirers are encouraged to use Blue Tack and not drawing pins or sellotape. Anything that leaves marks or requires redecoration may incur charges or deductions from any refundable deposit. Please remove all string, fixings, tape, Blue Tack etc. No decorations are to be put up near light fittings or heaters.

No fireworks, sparklers, or naked flames (including candles) are permitted.

18. End of Hire | Cleaning, Rubbish and Leaving the Hall

Please leave the Hall, premises and surrounding area tidy and in a good state for the next user. Remember: the access pin will deactivate 15 minutes after the end of your booked session. Please take with you all lost property. Hirers are responsible for any malicious damage.

Exit Checklists on display in the Entrance Lobby set out our requirements – in summary:

- Floors swept and all surfaces cleaned
- Chairs and tables wiped clean, folded up and returned to storage, stacked as per instructions
- Rubbish and Food Waste (refer #7 above):
 - Up to two bags of landfill waste may go in the outside bin (GREEN)
 - All non-glass recycling (paper, card, plastic etc.) must be cleaned before bin (BLACK)
 - All glass recycling (beer & wine bottles, glass jars etc.) must be taken away
 - All food waste must be taken away (and food supplies removed from the fridge / freezer)

We may charge for extra cleaning, removal of rubbish & recycling, and / or repairs if the Hall is left in poor condition. We reserve the right to deduct from any refundable deposit (per #4).

After your event, please check the EXIT CHECKLIST on display in the Entrance Lobby:

- Turn off all lights & heating (check Toilets, Kitchen, Halls; heating thermostat in Large Hall)
- Lock all windows & doors (check Toilets and all Fire Doors & Back Door to bins are closed)
- Ensure the Entrance Lobby door closes fully behind you as you leave

Extra charges may apply if the building is left unsecured or lights / taps / heating are left on. The Hall cannot take responsibility for any items left behind – please remove anything your guests may have forgotten and contact them directly.

19. Cancellations, Refunds and Cancellation Fees

We understand, plans can change, life happens. If you need to cancel, please inform the Booking Manager as soon as possible. You can also cancel the booking through your registered user account on the website. *Note: The hire fee is separate from the refundable security deposit.*

If you cancel more than 30 days before your booking date, your pre-paid 30% (hire fee & refundable deposit) will be refunded in full (the timing of your cancellation will be before the 2nd invoice for 70% hire fee and refundable deposit).

If you cancel less than 30 days before your booking date, only the full 100% hire fee will still be charged because it's unlikely we'll be able to re-let the Hall at short notice. If we do manage to re-let the Hall, for the same booking date, we'll refund your hire fee in full less a £10.00 booking administration fee. Once the hire fee is fully settled, any refundable security deposit paid will be refunded in full. **The Treasurer and Booking Manager may use their joint discretion for cancellations of less than 30 days & decide to refund hire fees or agree to switch the booking to an alternative date.**

For all cancellations less than 7 days before your booking date, 100% of the hire fee will be charged and any potential re-booking of the hall will be to the Village Hall's benefit.

In all cases, your refundable security deposit will still be returned in full unless any deductions are needed for damage, extra cleaning, or other issues. Such deductions will be supported with receipts or vendor invoices as relevant.

We (EMVH) reserve the right to cancel the booking by written notice due to force majeure (fire, flood, polling station use, etc.) or in the unusual circumstance that the premises become unfit for the use intended by the Hirer. Unfortunately, no compensation can be offered in such unusual circumstances, which we will endeavor to avoid, as best we can.

20. Complaints

If you need to make a formal Complaint about any aspect of your Booking or the Cancellation process, please attach your complaint letter to an email sent to secretary@emvh.co.uk with the subject line labelled COMPLAINT. Your letter will be included on the next Committee Meeting Agenda only if all payments for the relevant booking number are up to date. Typically, there are 9 meetings per year, so your Complaint will be resolved including any refund within two months max. of receipt of your complaint.

21. Other Legal Requirements

Hirers must comply with all aspects of the Law and with the terms of our EHDC licence and the following:

- Children Act 1989 (Safeguarding)
- Smoking and e-cigarette ban in public buildings
- Film age restrictions
- Fair Trading laws
- Food hygiene regulations
- Gaming, betting and lotteries legislation
- Alcohol legislation (see separate Alcohol Licensing Terms)

22. Safeguarding

Hirers are responsible for the safety and welfare of all participants during their hired use of EMVH and to ensure the safety of all children (under the Children's Safety Act 2004), young people and vulnerable adults at all times at any event.

Commercial Hirers who organize activities for children, young people and/or vulnerable adults must have their own Safeguarding Policy (SP) and Procedures in place. If the activity involves children, young people, or adults at risk, the Hirer must provide:

1. a copy of their own Safeguarding Policy (and evidence of DBS checks as needed) OR
2. written confirmation they will follow EMVH's Safeguarding Policy.

The Hirer must always ensure adequate supervision and must report any safeguarding concerns immediately to the Village Hall Safeguarding Lead or, in an emergency, to the police.

Failure to comply with safeguarding requirements may result in cancellation of the booking and/or refusal of future bookings.

23. GDPR – Privacy Notice (<https://emvh.co.uk>)

EMVH uses personal data for the purpose of managing the hall, its bookings and finances, staff employment, marketing, events and fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. Your 'opt in' consent is sought on our website (registered user or contact us) where Registered Users can self-manage their user profile. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Secretary or other Trustee.