



BOOKING AGREEMENT – Regular Hirers

By proceeding with your booking, you are deemed to have accepted the following terms and conditions for the hire of the hall.

TERMS & CONDITIONS OF BOOKING

Agreements with the Trustees of Little Hadham Village Hall (“the Village Hall”) for the hire of Little Hadham Village Hall or any part thereof (“the Premises”) are subject to these Terms and Conditions of Hire (“the Hire Conditions”).

1. Undertaking of the Hirer

The Hirer undertakes to ensure that they understand the Hire T&Cs for the time being in force.

2. Supervision by Hirer

The Hirer undertakes to be present, or arrange sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire T&Cs.

3. Bookings which may be refused

- a. The Village Hall booking administrator, on behalf of the trustees, has the right to refuse any booking for whatever reason, including concern over potential noise levels and other nuisances especially to neighbours.
- b. If a booking involves children or vulnerable adults such that a safeguarding policy is required but not provided, booking administration may refuse a booking if other parts of the facility are hired by separate organisations.

4. Payment terms

- a. For a course booking full payment is required not less than 30 days before the start date.
- b. For ongoing repeatable bookings, payment is required within seven days following the issue of the end of month invoice.

5. Deposit

- a. £100 for all events less than 4 hours, £200 for those more than 4 hours long.
- b. Deposit is made via the booking system, booking not confirmed until completed.
- c. If the hall is not left in an acceptable state either:
 - i. deductions will be made before the deposit is returned, or
 - ii. additional charges can be made against the card used for the booking if damages exceed the deposit.

6. Cancellation by the hirer

If we are unable to accommodate a reschedule for the same week:

- a. No charge if cancelled 6 weeks or more before a booking.
- b. 50% of booking charge will be invoiced if cancellation is between 6 and 2 weeks before a booking.
- c. 100% of booking charge will be invoiced if cancellation is 1 week or less before a booking.

7. Cancellation by Little Hadham Village Hall

The Village Hall reserves the right to cancel a hiring by written notice to the Hirer.

- a. In the event of a national emergency, or a similar force majeure that requires the Premises to be closed.
- b. The Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum.

In such cases the Hirer will be refunded/not invoiced for their session but bears no responsibility for any other losses incurred by the hirer for said cancellation.

8. Interruption of Regular Bookings

- a. If a Hirer is a regular user, the Village Hall **reserves the right to cancel** all, or part of, certain bookings in favour of one-off bookings.
- b. Such cancellations shall not occur more than once a month for weekly bookings, or once a year for monthly bookings.
- c. Where possible, at least six weeks' notice shall be given of such cancellation.
- d. Where an interruption to a regular booking creates an unavoidable cost to the group, if feasible the cost may be passed onto the 'interrupter'.

In all such cases the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Village Hall shall not be primarily liable for any resulting direct or indirect loss or damages whatsoever if circumstances are out of their control.

9. Responsibility of the Hirer

Hirers are responsible for ensuring:

- a. They are familiar, and complying with, the guides provided for use of the Village Hall and its facilities.
- b. The premises are kept secure for the duration of the hire.
- c. Supervising the use of the premises and the care of its fabric and contents.
- d. That the purpose, and conduct of, the hire does not disrupt the use of other facility users in the event of shared hire.
- e. The premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy, the floor swept and washed if soiled and rubbish removed from the site at the end of the hire.
- f. All equipment, chairs and tables have been returned to their storage positions safely, cleared of people, lights switched off and building secured except where other facilities remain in use by other hirers.
- g. No items to be left stored either in the kitchen or other parts of the building without express written approval from the bookings secretary beforehand.
- h. Any temporary fittings and fixtures comply with Health & Safety guidance, and ensure any decorations used are not fire hazards.

- i. Any equipment or electrical appliances must not be bought onto the premises without prior consent if PAT testing is not evidenced.
- j. No animals whatsoever enter the kitchen.
- k. No BBQs, LPG appliances nor highly flammable substances be allowed on the premises without express prior permission of the booking secretary.
- l. That you and your attendees recognise that the premises are within a residential neighbourhood and conduct themselves on arrival, throughout and when leaving the premises.

10. Fire Regulations

The Hirer shall:

- a. Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to the Village Hall.
- b. Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event.
- c. Ensure that all fire exits in the hall they have booked are always kept clear.
- d. Ensure that the relevant hall lobby and foyer entrances are not blocked with items such as buggies, wheelchairs, or mobile scooters.
- e. The Evacuation Meeting Place is at the corner of the Car Park next to the playground.
- f. No person may re-enter the Hall without the permission of the Fire Brigade.

11. Use of Premises

The Hirer shall not:

- a. Sublet nor use the Premises for any purpose other than that described in their booking Application.
- b. Use the premises nor allow the premises to be used for any unlawful purpose or in any unlawful way.
- c. Do anything nor bring onto the premises anything, which may endanger the Premises or render invalid any insurance policies in respect thereof.
- d. Allow the use of drugs on the Premises.
- e. Allow smoking on the Premises - we are a non-smoking site.

12. Car Parking

- a. Vehicles are parked at owner's risk.
- b. Disabled spaces are signed by the entrance.
- c. The space at the front of the hall is reserved for emergency vehicle access

13. Premises Licences and other relevant legislation

The Hirer is responsible for:

- a. Obtaining their own licence if serving alcohol (excluding playing live or recorded music which the hall carries a licence for).
- b. Alcohol may not be served to any person under the age of 18 years.

A breach of these conditions may lead to prosecution by the local authority.

14. Compliance with legislation relating to children or vulnerable adults.

- a. The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation.

- b. Child Protection Policies are the responsibility of the Hirer.

15. Indemnity

The Hirer is responsible for:

- a. The cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises.
- b. Any actions, claims, and costs of proceedings arising from any breach of the Hall Conditions.
- c. All claims in respect of damages, including damage for loss of property or injury to persons, arising because of the use of the Premises (including the storage of equipment) by the Hirer.
- d. As directed by the Village Hall, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings, or contents and for loss of contents

16. Insurance

- a. The Hirer is responsible for ensuring that any third party such as a catering company or operator hired to bring equipment such as play equipment onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.
- b. If the Hirer is operating as a business, they are responsible for ensuring that they have relevant and appropriate insurance, which shall include public liability insurance.

17. Accidents and Dangerous Occurrences

- a. The Hirer must report all accidents involving injury to the public to an authorised representative of the Village Hall as soon as possible and complete the relevant section in the Village Hall's Accident Book - kept in the kitchen.
- b. A First Aid box is kept in the kitchen.
- c. The hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.
- d. Any failure of equipment, either that belonging to the Village Hall, or brought in by the Hirer must also be reported as soon as possible.

18. Stored equipment

- a. The Village Hall may provide storage space at a chargeable fee for regular users.
- b. The Village Hall does not accept any responsibility for stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded.
- c. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The Village Hall may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

19. No alterations

No alterations or additions may be made to the Premises, and no fixtures, notices, placards, or other articles be attached in any way to any part of the Premises without the prior written approval of the Village Hall.

20. Public Health

The Hirer is responsible for conforming to all Public Health legislation and guidance that relates to the control of viral pandemics or diseases such as Covid-19 and to take reasonable precautions to stop the spread of the virus.

21. Acceptance

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.

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