



Conditions of Hire

By proceeding with your booking, you are deemed to have accepted the following terms and conditions for the hire of the Llanigon Village Hall's facilities:

TERMS AND CONDITIONS OF HIRE

Agreements with the Management Committee of Llanigon Village Hall ("The Committee") for the hire of Llanigon Village Hall or any part thereof ("the Premises") are subject to these terms and conditions of hire ("the Hire Conditions").

Undertaking of the Hirer

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

Supervision by the Hirer

The Hirer undertakes to be present or arrange for sufficient adult representatives (supervisors) to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licences.

Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:

1. Being familiar with, and complying with, all guides provided regarding use of the Village Hall.
2. Ensuring that the Premises are kept secure for the duration of the hire.
3. Supervision of the use of the Premises and the care of its fabric and contents.
4. Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons.
5. Ensuring that the Premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire.
6. Ensuring that all equipment, chairs and tables have been returned to their storage locations safely and are left clean ready for the next person to use them..
7. Ensuring that the Premises are cleared of people, all lights switched off, the thermostat returned to 12 degrees, and the building secured on leaving.
8. Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance and, in particular, ensuring that any decorations used are not a fire hazard.
9. Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order (PAT tested and labelled & within the PAT testing renewal window) and used in a safe manner.
10. Ensuring that no animals (including birds), except assistance dogs are brought into the building, without written permission of the Village Hall on the occasion of a special event or hire agreed to by the Village Hall.
11. Ensuring that NO animals whatsoever enter the kitchen at any time.
12. Ensuring that no barbeques, firepits LPG appliances or highly flammable substances are brought onto or used in the Premises or grounds.
13. Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night and not playing music or making other sounds at inappropriate levels.



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Bookings which may be refused

The Village Hall Booking Clerk, on behalf of the Committee, has the right to refuse or suspend any booking for whatever reason, including concern over potential noise levels and other nuisances especially to neighbours.

Paying for your booking

All people booking the facilities will have to create an account on the Hall's website. (The Booking Clerk can do this for you if you struggle to access the internet.

For the majority of people, checking availability, hiring the facilities, approval of booking requests and payment will take place on the Hall's website at llanigonhall.org

Payment is normally made at the time of booking. It will appear on the website as 'Pending' until approved. As soon as the requested booking is approved a confirmation of booking and payment will be emailed to you. Those booking dates which repeat over weeks or months can spread the cost by paying monthly in advance of their up-coming bookings.

If you accidentally close the booking page without paying you will receive an email with a booking link. You then have 24 hours to pay or the pending booking is deleted from the calendar automatically.

We recognise that a few people struggle to access the internet and we will do the online part of your booking for you and accept cash.

As you leave the Hall

- You must leave the Hall on time at the end of your booked session.
- The Hall must be left in a clean and orderly state (including all toilets) ready for the next user. The site is only cleaned once a week by a part-time cleaner so we rely on those hiring the site to take responsibility for managing the cleanliness of the site while they are using it.
- If you are handing over responsibility to the next user, you must still close all windows and fire doors even if they request you leave them open. That way they are responsible for the opening, closing and securing of the building during their hire period.
- Unless another user is booked in and on site as you are leaving, the Hall must be secured and the front door locked using both locks. The key must be returned immediately to the key holder's address where you collected the key.

Fire Regulations

The Hirer shall:

1. Ensure that the "Emergency Exit" signs are kept illuminated.
2. Check that the fire exits are kept clear and that they can be opened (they are not alarmed).
3. Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to the Village Hall Committee after the event.
4. Prior to the start of an event' make all attendees familiar with the Fire Alarm sound, position of Fire Exits and Evacuation Assembly Point.
5. Ensure that the Hall Foyer and all doorways (internal & external) are not blocked with items such as buggies, wheelchairs or mobile scooters which would impede evacuation.

6. The Evacuation Assembly Point is on the grass on the left of the Main Entrance (as you leave the building) by the 'Assembly Point' sign.

Use of Premises

The Hirer shall not:

1. Sub-let or use the Premises for any purpose other than that described in the Booking Application.
2. Use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way.
3. Do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof.
4. Allow the use of illicit drugs on the Premises.
5. Allow smoking in the Premises.

Premises Licence and other relevant legislation

- The Hall has a licence for selling alcohol.
- However, although there is a bar, we have to check availability of bar staff before we can confirm the booking.
- Where regular societies or clubs wish to serve wine or similar as part of an event, the Booking Clerk must be informed directly and will check that the request will not contravene our licence conditions before approving it. Without this arrangement agreed in advance, no alcohol can be sold or served in the Hall.

The hirer is responsible for:

1. Conforming to the terms of the Premises Licence granted to the Village Hall, including, but not limited to, permitted hours for licensable activities (serving alcohol, playing live or recorded music).
2. Ensuring that alcohol is not served to any person under the age of 18 years.
3. Ensuring that no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure.

The Hirer shall ensure that the users:

4. Do not contravene the law relating to gaming, betting and lotteries
5. Comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, stage plays, or films, or similar entertainment taking place at the Premises.
6. A breach of this condition may lead to prosecution by the Local Authority.
7. Compliance with legislation relating to children or vulnerable adults safeguarding. The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. Child Protection Policies are the responsibility of the Hirer.

Indemnity

The Hirer shall indemnify and keep indemnified each of the Trustees and Committee members of the Village Hall and their volunteers, agents and invitees against:

- The cost and repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises.
- Against all actions, claims, costs and proceedings arising from any breach of the Hall Conditions
- All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer.



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- 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.

Insurance

- The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment onto the Premises has the relevant and appropriate insurance, which shall include public liability insurance. **This includes the hire of Bouncy Castles.**
- Commercial hirers must provide Public Liability Insurance (£5,000,000 minimum indemnity).

Accidents and Dangerous Occurrences

- The Hirer must report all accidents involving injury to the public to an authorised representative of the Village Hall as soon as possible - **Will Lloyd (07870 572 230) or Colin Lavelle (07737 421 703).**
- The Hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.
- 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.

Interruption of Regular Bookings

- If a Hirer is a regular weekly or monthly user, the Village Hall reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month, and at least 6 weeks' notice shall be given of such cancellation.
- The Village Hall reserves the right to nominate a specified weekday evening as not being available for regular weekly bookings, so that priority can be given to monthly, or less frequent, bookings.

Cancellation by the Hirer

You are able to cancel your booking but there may be a charge as follows:

- No charge if cancelled 4 weeks or more before a booking.
- 50% of booking charge is due if cancellation is between 4 and 1 weeks before a booking
- 100% of booking charge is due if cancellation is 1 week or less before a booking

Cancellation by the Village Hall

The Village Hall reserves the right to cancel a hiring by written notice to the Hirer in the event of a national emergency, or similar Force Majeure situation that requires the Premises to be closed, or of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Village Hall reasonably consider that:

- Such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or The Premises have become unfit for the use intended by the Hirer.
- In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Village Hall shall not be liable for any resulting direct or indirect loss or damage whatsoever.

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.