



Norton Village Hall Management Committee

Terms and Conditions of Hire Policy

Please read carefully.

The person making the booking and/or paying the hire charge is responsible for ensuring compliance with all the terms and conditions set out below.

Please be aware that there are areas of the village hall constantly monitored by CCTV. The Norton Village Hall Management Committee (NVHMC) manage the CCTV on behalf of Norton Parish Council and comply with the relevant legislation.

The village hall consists of several areas that are available for hire. Each area has a clearly stated charge for hire. Hirers are welcome to book one or more spaces. There might be more than one hirer using a space in the village hall at one time.

Each hirer must ensure that they have booked the areas that they require and should check that their hiring agreement agrees with this. If a hirer uses areas that are not stated and charged for in the hiring agreement, the hirer will be liable to pay a further charge to cover the hire of the additional spaces used.

Regular hirers will be given a 15 minute period at no charge, before and after each session, for the purposes of setting up and clearing up.

In addition to the hire charge, a damage waiver fee, minimum £50 and explained at the booking stage, is required. This will be returnable not later than 28 days after the event, subject to the hirer complying with the terms and conditions set out below.

We are proud of our village hall. Please help us to keep the hall a safe and comfortable place for our community to enjoy as intended.

The hirer is responsible for ensuring that:

- All regulations relevant to the use of the hall are complied with.
- They are familiar with the Health, Safety and Risk Management Policy and comply with it.
- A thorough 'risk assessment' is carried out prior to every activity for which the village hall's facilities have been hired. This is to ensure that the health and safety of the hirer's clients/guests are properly considered and planned for.
- The hall is used in a safe, responsible and orderly manner. One named responsible persons are present for the whole period the hall is in use.
- Noise is kept within reasonable levels especially the bass adjustments of bands and discos.
- Residents are respected by keeping windows and doors closed while music is played.
- No alcoholic drinks are sold unless the appropriate licence has been obtained and is shown on request.
- The function finishes by: 11pm Monday – Thursday; 12:00am Friday and Saturday; 10pm on Sunday. The hall is vacated and secured no more than an hour later than the stated finish time.



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- All damage is reported promptly to the booking clerk. The hirer is responsible for all damage to the hall or its contents during the period of hire. The cost to rectify damage will be charged to the hirer or deducted from the damage waiver fee.
- Bouncy castles are not used anywhere inside the building. They can be used outside on the playing fields.
- No nails, screws or similar may be fixed to any part of the hall nor any other means of fixing which might remove paint or leave any visible damage when it is removed. The use of materials such as Sellotape and Blu-tac are **not** allowed.
- No smoking or vaping occurs inside the building. The whole building is a smoke-free zone and smoking and vaping are prohibited throughout the building. Anyone seen breaking these terms will be asked to leave the premises.
- Fire, safety and other regulations are complied with:
 - The maximum capacity of the hall is 200.
 - On entering the building, all hirers must check that the Fire Alarm Control Panel (right side of foyer) says 'Normal' on the green screen. If not normal, please contact a member of the Management Committee.
 - All exit doors must always be kept free of obstructions.
 - The emergency exit doors must not be opened unless there is an emergency and people need to leave the building.
 - There must be no alteration to or interference with electrical or other fittings.
 - There is no unauthorised use of the fire alarm. Unauthorized use may result in an extra charge.
 - Emergency problems or any injury arising or likely to arise must be reported as soon as possible to the booking clerk.
 - No sub-letting is permitted.
 - Children do not enter the kitchen or the bar.
 - The premises are not used for any unlawful purposes or in any unlawful way.
 - Nothing is brought onto the premises which might endanger the property or its occupants or invalidate its insurance policies.
- Before the hall is vacated:
 - The floors are swept, and any tables and worktops are wiped clean.
 - Any utensils and equipment used are cleaned and returned to their storage positions.
 - All furniture is returned to where it came from and the hall is left in a clean and tidy state.
 - Rubbish is collected for disposal off site. All bottles or cans, decorations or other waste materials are collected for removal.
 - All taps, lights and electrical switches are turned off.
 - All windows and doors are secured. Curtains are closed.
 - The front door is locked, and the key is returned to the key safe.

Cancellation Policy

Regular users with paid bookings for two months or more in advance may cancel without penalty up to 48 hours beforehand. Less than 48 hours' notice of cancellation requires hirers to pay 50% of the hire charge.



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One-off hires cancelling the booking up to seven days in advance will have the deposit returned. The deposit will not be refunded if the cancellation is later than that.

The NVHMC is also required under the terms of our insurance policy, to carry out a risk assessment for every booking. This is assessed during the bookings process. NVHMC reserves the right to reject any booking which does not meet our insurance policy requirements. NVHMC also reserves the right to cancel an agreed booking and return any deposit paid should evidence arise that the circumstances applying to the original risk assessment have altered and this has not been raised with NVHMC for discussion.

Insurance

The Public Liability Insurance Policy held by NVHMC provides cover for incidents occurring on the premises managed by NVHMC. Hirers are advised to ensure that their own Public Liability policies cover incidents occurring elsewhere for which they may be held liable.

The NVHMC shall not be responsible for any loss, damage or injury arising from the use of the hall and the car park, except if it can be shown to be negligent.

The committee shall not be responsible for any loss arising from the hall being unavailable for the intended purpose, for whatever reason.

Any member of NVHMC or its agent, may enter the hall at any time and reserves the right to refuse hire or to terminate the event immediately if the rules are not complied with.

Review of Policy

The Management Committee will review this policy annually after the AGM.