SIXPENNY HANDLEY VILLAGE HALL

Common Road, Sixpenny Handley, Dorset SP5 5NJ

TERMS AND CONDITIONS OF HIRE

Updated: March 2026

These Terms and Conditions of Hire form the Agreement between the Hirer and Sixpenny Handley Village Hall CIO (SHVH), along with the Online Booking Form.

General Terms & Conditions

- The Hirer must be over 18 years of age at the time of application.
- The Hirer shall use the premises only for the purpose stated on the booking form and shall comply with all relevant laws and regulations.
- No liability will be accepted by the Village Hall Management Committee for any injury or loss however caused and Hirers are urged to arrange adequate insurance cover.
- In the case of the Hall being hired for teenage birthday parties, it is a condition of hire that the parents or guardians MUST attend the party and will be deemed responsible for ensuring that all these Terms and Conditions are met.
- Any Hirer who hires the Hall regularly and whose activities involve children, young people or adults at risk will be required to operate a recognised Safeguarding Policy.

Hirers of the Hall are responsible for:

- Ensuring that legal requirements are complied with, e.g. compliance with alcohol licensing requirements or any other legal requirements.
- Ensuring that these Terms and Conditions of Hire are understood and adhered to by all people using the Hall during the hire period.
- Ensuring that the Hall is hired for a period adequate for setting up their event, taking it down and cleaning up after it.
- Ensuring that the Hall is left in a clean and tidy condition – i.e. leaving it as they find it.
- Minimising disruption and nuisance to the neighbours of the Village Hall, especially in relation to live music and late evening events.
- Ensuring the Hall is left secure and locked after use.
- Providing a deposit that will be fully refunded after the event as long as the above general terms & conditions have been fully adhered to.

Sixpenny Handley Village Hall (SHVH) will make all reasonable efforts to:

- Ensure the Hall is available at the times agreed.
- For new and ad-hoc users, ensure that the facilities are fully explained to the Hirer.
- Ensure that the Hall and its facilities are well maintained, clean and in a usable condition.
- Any additional equipment provided is in good working condition.

The Booking Secretary, on behalf of the SHVH Management Committee, is the main point of contact for bookings. Additional contact details can be found in the Village Hall User Guide in the foyer.

Standard Terms and Conditions

Advertising

- **Notice boards within the hall are for hall use only.** No commercial advertising is permitted. If you would like to display advertising for your event then please contact the Bookings Secretary to discuss – such display is at the discretion of the Trustees.
- Unauthorised advertising will be removed.
- Advertising is the responsibility of the Hirer. The Hall does not produce or distribute advertising on behalf of Hirers. Social media posts may be shared on our outlets, (subject to content) at the discretion of the Trustees. Please contact the Bookings Secretary to discuss further.

Alcohol

- If selling alcohol at your event, please make us aware on your booking form by clicking on the Alcohol Licence Option under Equipment and Services. A £10 charge for the use of the Hall's alcohol licence will be added to your invoice.
- If alcoholic drink is to be sold, the Hirer is to be responsible for ensuring that NO alcohol is sold to, or consumed by, any person under the age of 18 and that there is compliance with the Hall licence conditions at all times.

Animals

- Pets and other animals are NOT to be brought into the Village Hall at any time, except guide dogs with prior permission of the Trustees via the Booking Secretary.

Cleaning

- The hall, kitchen, and toilets must be left clean and tidy. Cleaning equipment can be found in the cupboard under the kitchen sink and large brushes are kept in the Committee Room/Green Room.
- If the kitchen is used, it is the responsibility of Hirer to see that the floor is swept and all worktop surfaces wiped clean.
- The hall floor must be swept.
- All tables used should be wiped clean before being stored.
- All rubbish is to be placed in plastic bags (provided in the kitchen) and either removed by the Hirer for recycling or deposited in the commercial wheelie bins outside the kitchen door (general waste in black bin, cardboard, tins & recyclable plastics in green bin and glass in the small green wheelie bin). Please refer to User Guide for further information.

Furniture and Equipment

- Hirers are to leave all chairs stacked in the chair cupboard and tables must be stacked on the trolleys. The chairs must **NOT** be stacked more than 8 high.
- All breakages are to be reported and a charge will be made for their replacement. It would be appreciated if faults, e.g. light bulbs, could also be reported by email.
- Hirers must ensure that all lights are turned off before leaving (except external security lights.
- The kitchen should be checked to ensure that taps and electrical equipment are all turned off (do not turn off the cooker or fridge). Also, a check should be made of the Committee Room/Green Room (if used), kitchen and toilets.
- The use of bluetack or other adhesives on the walls is prohibited. Hooks are provided for mounting of banners or balloons on the wall.

Health & Safety

- The Hirer should familiarise themselves with the Hall's Fire Evacuation Procedure and ensure all attendees of the Hirer's function understand the Procedure.
- The Fire Evacuation Procedure is available on our website and is displayed in the foyer at the Hall.
- The Hirer should familiarise themselves with the Hall's Health and Safety Policy which is kept in the Policy Folder in the foyer.
- The Accident Book is kept in the top of the tall cupboard to the left of the door as you enter the kitchen.

- The First Aid box is kept in the top of the tall cupboard to the left of the door as you enter the kitchen.

Keys

- The keys to the Hall should be collected from the key safe. The location of the key safe and code to unlock it will be supplied to the Hirer by the Booking Secretary on booking.

Kitchen

- Hirers must ensure the oven and burners are turned off and the cooker is cleaned.
- The Hot Cupboard and Hot Water Boiler must be switched off.
- The Dishwasher must be emptied and switched off.
- The Fridge, if used, should be emptied and any spillages cleaned up.

Local Bookings

- Anyone living in the parish of Sixpenny Handley and Pentridge, including Woodyates, Deanland and Minchington, is eligible for a discounted rate of hire. See RATES.

Noise

- As the Hall is in a residential area, music and noise in the Hall must be kept down at a reasonable level and residents should not be disturbed. This also applies to the car park
- The premises MUST be vacated and all noise ceased by **12.00 MIDNIGHT** (Monday to Saturday) and **10.00 P.M (22.00 hrs) on Sundays.**

Parking

- The car park is owned by the Parish Council. Cars are parked at owner's risk at all times.

Payment Arrangements

- The hire charge will be that applicable at the date of hire in accordance with the current tariff.
- A minimum deposit of £50 is required with each application for booking the Hall, this amount may be varied at the discretion of the Trustees. The deposit will be returned providing the premises are left clean and tidy and in good order. Failure to leave the premises in a suitable condition will result in the full amount of the deposit not being refunded in order to cover the cost of additional cleaning services. Additionally, some or all of the deposit may be kept as a tidy up fee if advertising is not removed within one week of the event.

- **For new and ad hoc bookings, full payment must be tendered at least one week before the event.**
- Payment should be made by bank transfer to Sixpenny Handley Village Hall CIO's NatWest Bank Account. Account Number: 82801495. Sort Code: 51-81-0.
- Cancellation charge: Half the expected charge or £50, whichever is the smaller. There is no charge for cancellations made more than three calendar months before the event.
- Compensation in the event of a cancellation by the Village Hall is limited to the amount paid.
- For regular users, full payment is required within 14 days of an invoice being raised.

Safeguarding children, young people and adults at risk

- For all bookings involving children, young people and/or adults at risk, the Hirer is required to have their own Safeguarding policy and must ensure that those who work with children, young people and adults at risk hold a current DBS certificate.
- The Hirer shall ensure that any activities at the premises for children, young people and adults at risk comply with current legislation in that regard and that only fit and proper persons have access to children, young people and adults at risk.
- When requested, the Hirer must provide us with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).
- All reasonable steps must be taken to prevent harm, and to respond appropriately if harm does occur. Relevant concerns must be reported. If the Hirer is unable to provide this information the hire will be refused.
- The exception to the above paragraph is where the Hall is hired for private parties arranged for invited friends and family or where children are accompanied by their parent(s) or guardian(s).

Smoking

- **Smoking is prohibited by law anywhere in the Hall complex**.
- Hirers must sweep up any cigarette ends discarded outside the main entrance doors during an event.

Sound system and Stage Lighting

- Use of the sound system and stage lighting MUST be requested when making a booking. Full instructions will then be given.
- All equipment must be switched off and left as the Hirer found it.

Storage

- No items are to be left in the building except by permission of the Village Hall Committee. The Trustees reserve the right to withdraw permission to store items on site and request the immediate removal of such items. Items of food or drink must not be kept in the store cupboards, fridge or freezer.
- The Trustees accept no responsibility for items stored on the premises.

Windows and Doors

- All fire exit doors must be kept unlocked and clear at all times during the event.
- Hirers must be certain that all windows and doors are securely shut and locked before leaving.
- The key must be returned to the key safe immediately after the event.

The Village Hall is in constant use by many people. To ensure the smooth running and proper use of facilities to the advantage of all, Hirers are required to observe these Terms and Conditions of Hire at all times.

FIRE SAFETY CONDITIONS

The person hiring the hall "The Hirer" is responsible for Fire Safety while in the hall.

By submitting an Online Booking Form, you are confirming that you have read and agreed to these Fire Safety Conditions as well as the above Terms and Conditions of Hire.

In the event of any incident during an event, the Hirer must contact:
Paul Styles (07786 790349), Penny Mansergh (07771 983883) or the Booking Secretary (07583 186743) immediately.

ALL electrical equipment brought into the Hall by the Hirer MUST have a valid PAT Certificate.

THE HALL COMPLEX IS A NO SMOKING AREA – The Hirer is the person responsible for enforcing compliance.

CANDLES, FIREWORKS AND SMOKE MACHINES MAY NOT BE USED IN THE HALL.

Check list for Hirers:

Before admission of the public ensure that:

1. All exit doors are unlocked and the push-bar mechanism on the side fire exit onto the patio is tested and in good working order.
2. ESCAPE ROUTES ARE FREE FROM OBSTRUCTION and available for use.
3. Fire fighting equipment is in place and unobstructed. (Extinguishers must not be removed from walls and used as door stops.)
4. Exit signs are illuminated.
5. There is no obvious fire hazard in, or near, the building.

At start of function:

1. Make group / audience aware of position of fire exits.

At end of function:

1. Search for signs of fire.
2. Check heating is turned off. The thermostats must be set to 10°C
3. Check **ALL** electrical appliances are turned **OFF**.
4. Turn out all lights including in the toilets.
5. Close all internal doors.
6. Secure all outside doors and windows.

If you are a regular user of the hall, a fire drill should be performed at least once a year.