



Tytherington Village Hall Hire Conditions

Approved and Minuted: 12th November 2025

Date of next review: November 2028

The Village Hall is owned by the villagers of Tytherington, and it is run on behalf of the Parish Council by a management committee for the use of the village community.

We expect users to treat the hall and its fixtures and fittings with care. It will be assumed that groups or individuals hiring the hall agree to abide by the conditions set out in this document.

The Hirer agrees to comply with the following conditions:

1. Use of Premises

- a. The Hirer shall use the premises only for the stated purpose and shall not sub-let or use the premises for any unlawful purpose.
- b. The Hirer shall not make any alterations to the premises.

2. Supervision

- a. The Hirer shall be responsible for the supervision of attendees, ensuring behaviour does not cause damage or nuisance. Under the Noise Act 1996, all amplified music and substantial noise must cease at 23:00. Please respect our neighbours and leave quietly by midnight.

3. Safeguarding

- a. Events involving children or vulnerable adults must comply with safeguarding regulations.

4. Licences

- a. If alcohol is to be sold, agreement from the Committee must first be granted. When stipulated, the Hirer must obtain a Temporary Event Notice (TEN) and provide a copy to the Committee.
- b. The Hirer must prevent under 18 year olds from obtaining alcohol and ensure that no drunkenness or disorderly behaviour occurs.
- c. The Hall holds a Public Performance Licence (PPL/PRS). The Hirer must comply with any conditions attached to that licence, including reporting music use when required. The Hirer is responsible for obtaining additional permissions for any activity outside of the Hall's licence.
- d. The AV system in the Annexe is licenced for the use of any legal media as a source of programmes. That includes broadcast of television, DVD's, satellite, cable TV channels or from the internet – anything that is labelled "for

personal private use only”, but with the following restrictions:

- i. you cannot charge an admission fee to watch movies or programmes.
- ii. you cannot advertise the fact that you are showing a specific film or show to anyone other than a closed group of people.

5. Health and Safety

- a. Hirers are responsible for carrying out their own risk assessments for their events. The Village Hall Health and Safety Risk Assessment document will be made available upon request.
- b. The Hirer must be familiar with fire exits and emergency procedures.
- c. No smoking or vaping is allowed anywhere inside the hall.
- d. All accidents must be recorded in the hall’s accident book and reported to the Management Committee and, where appropriate, the HSE under RIDDOR.
- e. Any electrical equipment brought by the Hirer must be safe and PAT tested within the last year.
- f. Any spillages, including solids such as sugar or sand, must be cleared up as soon as possible as they can make the floor surface slippery.
- g. Chairs and tables must be handled and stored as specified in the “TVH Information for Users” document available on the website and e-mailed to hirers.

6. Cleaning and Damage

- a. The Hirer is responsible for leaving the premises in a clean and tidy condition.
- b. Any damage to the building, contents or grounds must be reported immediately and may be charged to the Hirer.

7. 3.6 Insurance

- a. The Hall’s insurance does not cover the Hirer’s activities. Hirers are advised to arrange their own insurance, particularly for public events.

8. 3.7 Cancellation

- a. The Committee reserves the right to cancel a booking in case of emergency, essential maintenance or breach of agreement. A refund will be made, but will be limited to the booking fee alone and will not cover any consequential losses.
- b. Where the Hirer cancels a booking, refund of the booking fee will be at the discretion of the Committee.