

HOLMPTON VILLAGE HALL: CONDITIONS OF HIRE

By signing the booking confirmation form, all hirers agree to the terms and conditions set out in these terms. The entire building is a non-smoking area.

BOOKINGS

The Hall may be booked for recurring or single lettings. Hall hire is charged by the hour (see separate sheet for charges). The specified rates cover use of the Hall, the kitchen and use of the lavatories. There is an upstairs Committee/Meeting Room and has the use of the lavatories (approached from outside).

Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the Hirer must give assurances that children under 18 will be supervised by signing the relevant section on the Booking Agreement Form.

Regular Bookings with Fees/Commercial Hirers: Please include copies of your relevant Public Liability Insurance Certificate to validate your booking.

No responsibility whatsoever can be taken for any 'personal' items left on the premises or any damage caused by them to the premises or any misuse of them by others.

No charge is made for cleaning, provided that all facilities are left clean, tidy and in good repair, including the lavatories (as well as cooker and refrigerator if used). Any charges incurred due to breakages, poor cleaning, failure to replace furniture, etc. will be passed on to the Hirer or deducted from the deposit.

No apparatus or equipment of any description can be left on the premises without the prior consent of the Management Committee.

The Hall is bookable by the hour.

The keys will be available 1 hour before the hiring time, unless extra time is agreed by prior arrangement with the Bookings Secretary.

CHARGES

The hire charge must be paid at the time of booking and sent to the Bookings Secretary with the completed Booking Form. Public Liability is the responsibility of the hirer pro tem.

Regular Hirers will be invoiced monthly in arrears and payment terms are strictly 14 days from the date of invoice.

For wedding receptions and longer hires the rates are to be agreed separately with the Bookings Secretary. Marquees subject to separate agreement. The Hirer is responsible for obtaining 3rd Party Liability Insurance and provide a copy of the Insurance/Certificate

CANCELLATIONS

Hirers may cancel bookings by giving at least 2 weeks notice. Cancellations made with less than 2 weeks notice are liable to a payment of the whole hiring charge.

The Management Committee reserves the right to cancel any booking by giving notice in writing and returning the hiring charge, should the purpose of hiring the Hall be in any way improper or unauthorised, or should the building be required as a Polling Station, or in a case of force majeure. The Management Committee shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

GENERAL HIRING CONDITIONS

Responsibility for the premises and the key rests with the Hirer during the period of access to the Hall. The hire period must include set-up and clear-up times. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.

Special heating conditions (i.e. warmer or cooler) can be requested in advance. The controls should not be touched by anyone except a member of the Management Committee.

The Village Hall Management Committee reserves the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use.

KEY

Hirers must contact the Bookings Secretary at least one week before the date of hire. The Bookings Secretary will make arrangements for the collection of the key. The key must be returned to the collection point immediately after the hire.

MUSIC AND ENTERTAINMENT

The Hall holds the appropriate licences for Public Entertainment. Music must cease by 11:00 pm and all music must kept to a suitable level to avoid disturbance of neighbours. For commercial hires/regular bookings with fees, Hirers should ensure that they have proper insurance for any equipment used in the Hall, to include any damage caused by them to the Hall and its users.

Responsibility for the use and safety of electrical equipment (and/or other equipment specified at the time of booking) brought on to the premises by the Hirer rests entirely with the Hirer. Any such electrical equipment must have passed the necessary P.A.T. tests and certificates must be produced upon request.

Public Liability insurance cover must exist for such equipment. Copies of certificates of insurance are required before a booking can be confirmed. Without adequate insurance cover such equipment must not be used. Hirers may be asked to remove such equipment from the premises.

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Performances involving danger to the public or of a sexually explicit nature shall not be given.

The Hall holds a public entertainment licence.

HEALTH & SAFETY

It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way.

A copy of the Village Hall Health & Safety Policy is kept in a cupboard in the entrance hall (near the toilets). Contact details of the delegated Committee members are also kept in the cupboard. A first aid kit is stored in the kitchen. A condition of the booking is that the Hirer has familiarised themselves with the Health and Safety policy on the website.

Any accidents should be reported to a delegated member and an Accident Report Form completed. Accident Report Forms are kept in the cupboard in the entrance hall.

FIRE PRECAUTIONS

Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, 'break-glass' fire alarms, emergency exits and of the importance of fire doors. Hirers will be responsible for informing all those using the Hall of the position of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of fire. Instructions are displayed on the notice board in the Village Hall.

Fireworks, party poppers and candles are not allowed, either for internal or external use with the exception of birthday cake candles.

FOOD SAFETY

Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into the Hall.

SUPERVISION

Hirers are held responsible for adequate supervision of the premises and for use of the grounds by their own party during the period of hire and must ensure that fire exits and access to them are kept clear at all times.

CHECKLIST FOR HIRERS

In order that the Hall can be kept in good condition for all, would Hirers please do the following at the end of each hire:

Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. (Cleaning equipment will be found in the cleaning cupboard).

Make sure tables are clean before being put away, and put away tables and chairs where you found them.

Check that all taps in the lavatories and kitchen are turned off, make sure the lavatories are clean, that the refrigerator is empty and clean if you have used it, and any cups, plates etc. that you have used are washed, dried and put away.

Use the bin bags provided to dispose of rubbish in the outside bin and of recycling in the appropriate containers. Any rubbish that exceeds the capacity of the outside bin must be removed by the Hirer.

When you leave, check that all fire doors and kitchen hatch fire shutter are closed.

Turn off hot water.

Switch off all the lights you have put on.

Lock the outer doors.

Return the key