

Standard Terms and Conditions for the Hire of Worth Village Hall

General

These standard terms and conditions apply to all those who book and use Worth Village Hall (the “Hall”).

1. If availability is confirmed, the hirer must print-off, complete and sign this **Booking Form** and deliver it together with any Deposit and the Hire Fee to the Bookings Secretary at the address on the Booking Form at least one week prior to the commencement of hire.
2. Booking the Hall means that the hirer is aware of, and accepts, these terms and conditions and will ensure that those who use the Hall in conjunction with their booking act in accordance with them.
3. At the time of booking, the hirer shall nominate two Stewards who will be responsible for enforcing these terms and conditions. The hirer may be nominated as one of the Stewards. The **Duties of the Stewards** and the hirer must ensure that the Stewards are aware of their responsibilities.
4. If the hirer is in any doubt as to the meaning of any part of these terms and conditions, the Bookings Secretary should immediately be consulted and in any event prior to signing the Booking Form.
5. The Worth Parish Hall Management Committee (“the Committee”) reserves the right to refuse any booking.
6. Once a booking is confirmed the Hall will not be hired out to any other user subject to paragraph 14 below.

Charges, Payments, Invoicing and Deposits

7. Charges and method of payment for bookings are on the **Hire Charges Page**
8. A refundable deposit may be required to be paid at the time of booking. The amount shall be determined by the Committee but will not exceed £200. The deposit will be returned within 7 working days after the date of hire, less any deductions.
9. The deposit will be returned in full provided the Hall and premises have been left in good order after the period of hire and these terms and conditions have not been breached.
10. Any additional cleaning or other costs incurred by the Committee and associated with the hire will be payable by the hirer to the Committee. The Committee may accordingly withhold part or all of the deposit and, if necessary, make an additional charge.

Cancellations

11. Charges for cancellation of bookings shall be at the sole discretion of the Committee.
12. The Committee will wherever possible try to be reasonably flexible in relation to request for changes, postponements and cancellations of any booking, but may make charges in these cases.
13. The Committee may cancel a booking in any one of the following circumstances:
 - the Hall is needed for use as a Polling Station for a Parliamentary or Local Government election, by-election, referendum or other statutory vote; or
 - the Committee considers that the hire or the event may be unlawful or that unsuitable activities may take place at the Hall; or
 - the Hall has become unfit for use; or
 - there has been an emergency requiring use of the Hall as a shelter.
14. If the Committee cancels the booking in any of the above circumstances the hirer will be entitled to a refund of any deposit already paid but no further liability will be owed to the hirer or any other party for any resulting loss or damage.

Time Periods for Hire of the Hall

15. Bookings relate only to the specific rooms and days and sessions hired as shown in the Booking Form.
16. Unless otherwise stated on the **Hire Charges Page** or agreed with the Bookings Secretary, hire periods are in sessions as follows:

Morning - 9am to 2pm
Afternoon - 2pm to 7pm
Evening - 7pm to 11.45 pm
17. Where possible, the Bookings Secretary may, for an additional charge, allow the hirer access to the Hall prior to the hire period to enable the setting up of furniture and equipment. The hirer should note that this may not be possible when the Hall is not vacant at the relevant time.

Use of the Hall

18. The hirer will not use the Hall for any purpose other than that set out in the booking.
19. The hirer will abide by all laws currently in force which are relevant to the hire and use of the Hall, including laws relating to health and safety and the protection of minors.
20. The hirer and Stewards must be present during the entire period of hire and ensure that these terms and conditions are observed.

21. The hirer will, throughout the period of occupation, be responsible for the supervision of the premises, the fabric and contents of the Hall, and their care and prevention of damage however minor.
22. The hirer shall be responsible for setting out tables and chairs for their function and shall stack them away in the appropriate storage areas before leaving the premises.
23. The hirer shall consult as necessary with the Bookings Secretary to ensure an adequate knowledge of the operation of the kitchen equipment.
24. The hirer shall ensure that any electrical appliances or other equipment brought by them to the premises shall be safe, in good working order and used in a safe manner in accordance with relevant regulations and instructions.
25. The hirer will take all reasonable steps to prevent excessive noise or other anti-social behaviour by all persons entering, using or leaving the premises and that car-parking does not cause obstructions to the highway or private driveways.
26. The entire Hall and premises is a NO SMOKING area. The hirer and Stewards must ensure strict adherence to this prohibition which includes e-cigarettes and other vaping devices.
27. The hirer will ensure that there is no contravention of the laws relating to licensing, gaming, betting, lotteries and copyright or do anything which is likely to bring the Hall into disrepute.
28. The hirer is entirely responsible for ensuring they hold any necessary licences and for complying with copyright laws. The Committee does not accept any liability for any failure by the hirer to obtain such a licence or for any non-compliance. This includes but may not be limited to licences to sell or consume alcoholic beverages and those issued by the Performing Rights Society.
29. If a licence is required in respect of any activity in the Hall, then this must be presented at the time of booking or as soon as practically possible thereafter. The booking will only be confirmed when the Committee receives a copy of the appropriate licence. The Committee may make any enquires it chooses to verify the validity of any licence produced. Acceptance of the booking does not mean that the hirer has necessarily fulfilled all relevant licensing requirements.
30. If the hirer uses the Hall for any commercial purpose they must hold a valid public liability insurance to cover the hirer and members of the hirer's organisation against the hirer's liability for all claims arising as a result of the hire. Evidence of such a policy must be presented with the Booking Form to the Hall Bookings Secretary. Until such time as satisfactory evidence is presented, the booking will not be confirmed.
31. If the hirer is proposing to sell goods on the premises, they must know and comply with all relevant laws and codes of practice.

32. The hirer shall not use or sub-let the Hall or premises for any unlawful purpose.

33. The hirer will be responsible for leaving the Hall (including all toilets) in a clean and tidy condition. Any Hall contents temporarily removed from their usual locations should be returned. No rosin or other substances are to be used on the Hall floor. If any tea towels are used, they must be laundered and returned clean within 7 days after the function.

34. The hirer shall ensure that any equipment or other property brought to the premises is removed at the end of the hire period unless otherwise agreed in writing by the Committee.

35. At the end of the hire period, the hirer is responsible for ensuring that all taps are turned off and switching off all lights and wall heaters.

36. The hirer shall be responsible for removing all waste arising from the event from the premises. Such waste must not be left either inside or outside the premises. This includes kitchen waste, unused food and paper or other party-type products such as confetti etc.

37. On leaving the Hall, the hirer is responsible for closing any open windows and ensuring that all external doors are locked, and for returning the keys as arranged with the Bookings Secretary.

38. If the hirer fails to meet these requirements the Committee is at liberty to make an additional charge. The hirer will pay for all damage including accidental damage to the Hall including the floor and the interior generally, the fixtures, fittings or contents, neighbouring property including the curtilage, fences, walls and gates.

Health and Safety Policies

39. The limits on the number of persons attending a function are as follows:

Main Hall

Closely seated -	100
Seated at Tables -	80
Exhibition purposes -	56
Seated/dancing combined -	56

Committee Room

Closely seated -	30
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40. All hirers must make themselves, and any individuals using the Hall, aware of emergency escape routes and fire alarm procedures.

41. All hirers must carry out their own risk assessments in relation to the activities for which they are using the Hall and satisfy themselves that the Hall is suitable for such activities.

42. The hirer is responsible for the supervision, control and safety of children and adults at risk using the Hall. The hirer must ensure compliance with all laws, regulations, and procedures relating to the recruitment, supervision and conduct of personnel with access to children and adults at risk. For hires involving the attendance of children or adults at risk (other than for private events arranged for invited friends and family) the hirer must provide an up-to-date copy of their safeguarding policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). **The Safeguarding Policy** on this site gives full details of compliance requirements for hirer's.

No Rights

43. The hiring agreement is permission to use the Hall and confers no other rights.

44. Any use of the Hall must be conducted in such a way that it does not interfere with the activities of other users or residents of the village of Worth



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