

## **Tadmarton Village Hall – Terms & Conditions of Hire**

- a) Casual hirers take full responsibility for any event taking place at the hall during the period of hire. This includes making payments and deposits, and taking full responsibility for any damage that may occur at the event. Should repairs to any damage or cleaning up after the event exceed the value of the deposit placed, it is the responsibility of the hirer to make additional payments to cover all costs incurred.
- b) Commercial bookings can only be accepted if the hirer holds full Public Liability Insurance.

### **1. Responsibilities of the Hirer to Tadmarton Village Hall Trust**

- 1.1. The hirer shall be over 18 years of age at the time of the booking. Younger residents of the village may hire the Hall by arrangement with the Committee: where the hall is hired for the use of people under the age of 18, a responsible adult, whose name and contact details should be provided at the time of the booking, must be present throughout the event. All hirers are responsible for the following:
- 1.2. That fire regulations are adhered to: it is the responsibility of the hirer to ensure that all Fire Exits are kept clear at all times, and the front door should remain unlocked during the period of hire; observance of the occupancy levels (see item 3.2) is a mandatory legal requirement - please ensure that guest numbers are within these limits. A strict No Smoking policy applies to all areas of the property and no naked flames or candles are permitted.
- 1.3. That the hire times are adhered to.
- 1.4. The Hall must be cleared immediately after the function except by prior arrangement with the Hall Committee.
- 1.5. That the Hall is left in the same condition in which it was found: all supplied equipment such as chairs and tables are put away, and hirers' own equipment is cleared away.
- 1.6. Once the Hall is vacated all doors are locked and windows closed. Please ensure you have completed all items on the Hire Check List which is posted inside the Hall, and that keys are returned as instructed.
- 1.7. All areas used are left clean and tidy otherwise a cleaning charge will be made.
- 1.8. All rubbish is to be taken away by the hirer.
- 1.9. All hire charges to be received at least 7 days before the day of use. A returnable deposit of £100 may be required for certain bookings: this deposit will cover the cost of late cancellation or damage, and should be made by bank transfer upon confirmation of your booking. Where a deposit is required, access to the Hall will not be granted until the deposit is received; deposits are not refundable in the case of cancellation. is not refundable in the case of cancellation. Deposits or any part thereof will be returned within 7 days of the committee being satisfied that there is no reason for their continued retention.

### **2. Responsibilities of Tadmarton Village Hall Trust**

- 2.1. Reservation and use of the Hall is entirely at the discretion of the Hall Committee. The Hall Committee reserves the right to refuse any booking in the interests of protecting the Hall and managing ongoing repair and maintenance costs.
- 2.2. The Hall Committee accepts no liability for personal injury caused to any person on the premises outside the scope of its Property Owner's Liability Insurance.
- 2.3. The Hall Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a polling station or similar purpose. In this case the Hirer shall be entitled to a full refund of any monies paid if an alternative booking date is not acceptable or available.
- 2.4. In the event of the Hall or any part thereof being rendered unfit for use, the Hall Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. In this case the Hirer shall be entitled to a full refund of any monies paid if an alternative booking date is not acceptable or available.
- 2.5. The Hall Committee retains the right to enter the premises during any function for the purpose of checking on security, safety and compliance with the conditions of hire.

### **3. Regulations Concerning the Use of the Hall**

- 3.1. Car Parking: hirers are encouraged to use the car park at the back of the Hall, but are reminded that they do so at their own risk. The Hall Committee accepts no liability for accidents, damage or loss incurred by those who choose to use the car park. Hirers are asked, when parking at the hall, and when they arrive and leave, to be considerate towards our neighbours.

- 3.2. Maximum capacity of the Village Hall at any time is 80 people. Maximum capacity of the Annexe is 20 people. Capacity numbers may be reduced by the Hall Committee at any time due to COVID-19 restrictions.
- 3.3. It is not permitted to sell alcohol on the premises without the benefit of a Licence. In order to sell alcohol at your event you must state this at the time of booking. You must ask our permission before applying for a TEN from the local authority.
- 3.4. The Hall is licensed by the Performing Right Society (PRS) for the playing of music. This Agreement also confers permission for performance of live music and the playing of recorded music under the Deregulation Act 2015.
- 3.5. Additional equipment requirements must be indicated on the booking form and any subsequent additional charges pre-paid.
- 3.6. Chairs and tables stored inside are for inside use only.
- 3.7. Regular Hirers wishing to store equipment within the Hall may do so only through agreement with the Hall Committee and a rent may be charged. Insurance of such equipment shall be the responsibility of the Hirer.
- 3.8. The Kitchen is designed and provided for light food preparation and serving of refreshments (normally cooked or prepared off-site). A list of rules for the use of the Kitchen is posted on a notice on the kitchen wall – these should be adhered to at all times.
- 3.9. Food and Hygiene regulation compliance is the responsibility of the Hirer. The Village Hall Committee is in no way liable for any instance when a Hirer fails to comply with Food and Hygiene regulations and any consequences thereafter.
- 3.10. The Kitchen must always be completely cleaned after every use and all kitchen equipment used must be thoroughly cleaned and put away after use.
- 3.11. Clothing and valuables are taken onto the premises at their owner's risk.
- 3.12. No heavy or sharp equipment, likely to damage the floor is to be used in the Hall. Please clean up spillages promptly to avoid damage.
- 3.13. No sticky substance, nails, pins etc. are to be used on the walls, ceilings or floors.
- 3.14. The Hirer shall control excessive noise or disturbance of others. Minors must be adequately supervised at all times.
- 3.15. Care must be taken to avoid noise when leaving the premises, particularly at night.
- 3.16. Hirers are welcome to use the WiFi broadband connection at the Hall, provided they observe the following Standard Conditions of Use: that they will not use it for i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws; ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, that results in civil liability or otherwise breaches any applicable laws, regulations or code of practice; iii) interfering with any other persons use or enjoyment of the WiFi service; iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner; v) causing any technical or other problems to our WiFi service; vi) reselling access to our WiFi service. We reserve the right to suspend or terminate our WiFi, and to cancel the booking immediately in the event of any of the above conditions being contravened.

**Agreement:**

I wish to reserve Tadmarton Village Hall. I have read and agree to abide by the terms and conditions of hire set out above. I understand that: my reservation will only be guaranteed once I have received confirmation, and that I must pay hire charges in full before commencement of the hire. I take full responsibility for the event I am booking, including making payments and deposits, and for any damage that may occur at this event as set out above.

Name:

Signed:

Date: