

Tolpuddle Village Hall Terms & Conditions of Hire

The Trustees have to implement and review the statutory requirements for public health and safety. User Groups play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our H&S standards.

HIRING THE HALL

- The hall may be hired by anyone over 18 years of age for any legal object on the that order is preserved, including keeping noise to a level commensurate with the residential setting of the Hall, and that there is adequate supervision for any event involving minors
- Any event involving music or dancing, open to any members of the public, with or without an admission charge, is subject to a Public Entertainment's licence. The Management Committee of the Village Hall holds the licence.
- In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.
- All hirers may use basic kitchen facilities – i.e. using the kettle to boil water, temporary use of the fridge and limited use of crockery, cutlery, and glassware for simple refreshments. There is an extra, one off charge per hire for full use of the kitchen - giving access to the range cooker, microwave oven, dishwasher and extensive use of crockery cutlery and glassware
- A separate one-off fee per hire is payable for the use of the table tennis table and equipment; the table must only be used for playing table tennis and may not be taken outside the building
- To hire the hall in the you can contact the booking team via the email: Using tolpuddlevhinfo@gmail.com
Or by Phone using:
Before 6:00pm 07866678358
After 6:00pm 07852 284357

PAYMENT /CANCELLATION FEES

- Booking fees will be invoiced 14 days before the event and payment is required three days prior to the date of hire.
- If the HIRER wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall.
- The Village Hall reserves the right to cancel this hiring by written notice to the HIRER in the event of:
 - The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
 - The Village Hall management committee reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
 - The premises becoming unfit for the use intended by the HIRER.
 - An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these similar disasters. In any such case the HIRER shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the HIRER for any resulting direct or indirect loss or damages whatsoever

OCCUPYING AND VACATING THE HALL AFTER USE

- You will receive an email from tolpuddlevhinfo@gmail.com 24 hrs before your event advising you of the code for the key safe with instructions for use.
- In case of emergency or Query please call
- Before 6:00pm 07866 678358
- After 6:00pm 07852 284357
- 9:00am – 9pm 07887657256
- The hirer shall not sublet to another person or organisation.
- The hirer shall not pass the key to the next hirer or divulge the Key Code to another hirer
- The hirer shall ensure that the premises are vacated promptly at the end of the letting. Use of the hall beyond the time booked will incur additional charges.

- Hirers leaving the Hall late at night are asked to do so quietly, taking care not to disturb nearby residents.
- There is a checklist at the entrance to the hall which must be completed by the Hirer on leaving.
- The Hirer shall return the keys to the Key Safe by the entrance immediately after the expiration of the period of hire as they leave.

ALCOHOL ON THE PREMISES

- The Village Hall does not hold a Premises Licence, but a Hirer can obtain their own licence if required. If this is the case then the hirer must comply with the terms of the licence.
- The Hirer shall ensure that, in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol.
- It is the responsibility of the Hirer to ensure age restrictions are complied with

CARE OF PREMISES

- No alterations - No alterations or additions may be made to the Premises or common area nor may any fixtures be installed or placards or other articles be attached in any way to any part of the Premises or common areas without the prior written approval of the Village Hall secretary and subject to such conditions as the Village Hall committee may impose.
 - Notices must NOT be attached to the walls. Notices can be attached to painted doors using Sellotape or Blue-tac
- The hirer is responsible for ensuring that the Premises are left clean and tidy for the next users in particular, where applicable -
 - Tables and chairs should be replaced as found and must not be taken out of the hall during the hire.
 - The floors should be swept and where appropriate mopped out.
 - Cloakrooms must be left clean and lavatory basins only used for their proper purpose.
 - Inappropriate items must not be flushed down the WCs
 - In the event of the kitchen being used, the Hirer must ensure that all sinks, appliances, work surfaces and floor are clean, spillages removed and all items of use returned in a clean condition to their original location. All electrical appliances, other than the fridge-freezer and cooker, must be turned off after use. All kettles and urns must be left empty and unplugged after use. The dishwasher must be drained and rinsed through after use.
 - All rubbish must be taken away by the user unless a small item that can fit into the internal rubbish bins provided
 - All Wall heaters (Storage Heaters should not be touched) and lighting must be switched off and the electrical power switched off
 - All doors must be left secure.
 - The Village Hall car park is for the purpose of the parking of cars only and any use thereof shall be for the period of hire only, entirely at the risk of the Hirer and invitees, non-exclusive and at the discretion of the Trustees who accept no responsibility in respect thereof. All regulations must be strictly observed.
 - In the event the Village Hall Committee must undertake additional cleaning to return the hall to a clean and tidy condition any charges incurred will be passed to the hirer.
 - All damage, however, minor, must be reported.
 - In the event of damage to the premises, property or amenities the hirer shall pay the cost of repair or replacement.

LIABILITY

- The Trustees accept no responsibility for loss or damage to any property whatsoever brought onto the Premises or the common areas nor for any accident or injury sustained by any person using the Premises or any part of the Village Hall or car park or entrances notwithstanding any express consent that may have been granted.

- The Hirer shall not use the Premises for any purpose other than that described in this Agreement and shall not sub-hire or allow the Premises to be used for any unlawful purpose nor allow anything which may render invalid any insurance policies in respect thereof
- Any apparatus or equipment intended to be brought onto the Premises by the Hirer will need the express consent of the Trustees and its use thereof will be entirely at the risk of the Hirer who if required will provide appropriate insurance.
- The Hirer shall ensure that nothing is done on or in or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.
- The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations and ensure that all relevant food is stored in compliance with the Food Temperature Regulations.
- Sale of goods - The Hirer shall, if selling goods on the Premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.
- Children Act 1989 - The Hirer shall ensure that any activities for children comply with the provisions of the above Act and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks and comply with ISA requirements have access to children. The Hirer shall provide the Village Hall committee with a copy of the Disclosure Certificate and Child Protection Policy on request.
- The HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time

FIRE SAFETY & SECURITY

- A Fire Risk Assessment has been undertaken and the report and significant findings are available and displayed in the hall
- The HIRER acknowledges that they have received instruction in the following matters:
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment. (Include diagram of location when handing over keys.)
 - Escape routes and the need to keep them clear.
 - No smoking allowed in the Hall.
 - Lit candles not to be left unattended
 - Highly flammable substances are not brought into, or used in any part of the premises and that
 - No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
 - Fireworks may not be let on off on the village Hall premises, in-doors or Out-doors, under any circumstances
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- In advance of any activity whether regulated entertainment or not the HIRER shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
- Public safety compliance - The Hirer shall comply with all conditions and regulations made in respect of the Premises and common areas by the Local Authority, the Licensing Authority, the Village Hall Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, or at which alcohol is sold or provided or which is attended by children

SAFEGUARDING

- It is the responsibility of all hirers to either have a Safeguarding Policy or if not to follow the policy of the Village Hall
- The Safeguarding policy of the Village Hall can be obtained on request when hiring the hall

HEALTH & SAFETY

- The hall has many features such as a kitchen, Table Tennis table, fixtures and fittings, which while necessary for a wide range of hall activities, potentially offer hazards for specific user groups or during careless and unacceptable behaviour.
- Nothing must be taken for granted, activities are only allowed if they have been assessed as safe and the necessary controls put in place.
- It is the responsibility of hirers nominated person to ensure that health and safety regulations are being complied with.
- Accidents and First Aid - The Hirer should provide first aiders for any activity during the Hire Period where the general public is invited to attend. Hirers must report all accidents involving injury to any person to a member of the Village Hall committee as soon as possible and complete the relevant section in the accident book which is maintained in the Village Hall and the location of which is shown on the Plan. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre in accordance with specific regulations and the Village Hall Secretary will give assistance in completing this form. The first aid box is located in the Kitchen in Wall Cupboard next to the Fire Exit.

Our obligation to you:

The Trustees will make every effort to honour agreed bookings but cannot be held liable for the consequences to the hirer should the Village Hall not be available due to circumstances beyond the control of the Trustees.

The Trustees on occasions may provide additions to the Terms & Conditions where Government requirements dictate

I agree to abide by the above conditions and to be the responsible person in the event of a fire.

Name.....

Date of Hire.....

Signature.....

Date.....

An electronic signature is acceptable when booking on-line

Receipt of these terms and conditions implies consent