

SHERSTON



VILLAGE HALL

Registered Charity No 242845

## **General Terms & Conditions of Hire**

### **1. General**

- a. The Sherston Village Hall will only be hired to a named adult ("the Hirer"). The Hirer must complete an application form (which may be on-line). The Hirer must comply with all relevant Terms & Conditions attached to the Hire along and with any other regulations relating to the use of the facilities that are displayed in Sherston Village Hall or sent to them by the Booking Secretary.
- b. The Trustees reserve the right to cancel a booking by written notice to the Hirer if they consider there is good reason to do so. The Hirer shall then be entitled to a refund of their deposit but the Trustees shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever. The Trustees may occasionally cancel a regular booking in favour of a special community event, but at least one-month notice will be given to the Hirer.
- c. Hirers making regular bookings must give at least one month's notice of cancelling any event otherwise the booking will be charged as normal if an alternative booking is not forthcoming.
- d. Hirers may lose part or all of their deposit if they cancel a booking prior to the event and the Trustees are unable to get a replacement booking. Deposit and Cancellation requirements may vary by event and are at the discretion of the Booking Secretary
- e. Event license regulations must be complied with. Any event where alcohol is sold requires a T.E.N. (Temporary Event Notice) from North Wilts Council. This requirement must be discussed and confirmed with the Booking Secretary at the time of booking. Sherston Village Hall has a limited number of Licenses available, and approval is at the discretion of the Booking Secretary
- f. The Hirer must always be in attendance on the premises during the hire period, must ensure maximum numbers agreed are complied with and prevent any excessive alcohol consumption.
- g. The hiring agreement constitutes permission only to use the premises / grounds and any facilities within its boundaries. It confers no tenancy or other right of occupation on the Hirer.

h. Current Hire Rates are as displayed on the web-site <https://sherstonvillagehall.org> Block bookings will be invoiced on a regular basis. Individual hirers must pay in advance

i. The Trustees reserve the right to enter the building at any time to ensure these conditions are properly observed and acted on.

## 2. Use of Premises.

a. The premises may only be used for the purpose described and agreed in the Application Form and shall not be sub-let or used, or allowed to be used, in any way that is unlawful.

b. If the Large Hall and the Small Hall are hired separately, the Large Hall shall have priority over the Small Hall for the use of the kitchen facilities.

c. No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Trustees.

d. The Hirer shall ensure that all equipment instructions are correctly followed.

e. Maximum numbers in the Large Hall and the Small Hall are restricted as follows:  
Description of events Large Hall, Small Hall and Butterfly Hall - Total permitted:

	Description of event	Large Hall	Small Hall	Butterfly Hall	Total permitted
(i)	People mainly standing / Dancing	220	50	25	285
(ii)	People seated in rows or groups If stage deployed	120	40	N/A	160
(iii)	People seated at tables If stage deployed	70	N/A	N/A	70

f. No animals except guide dogs may be brought onto the premises including the Field without the express agreement of the Trustees. For events on the field, permission for well-behaved dogs on leads will generally be given. No animals whatsoever are to enter the kitchen.

## 3. Supervision.

The Hirer shall be responsible for the supervision and care of the premises, its contents, and the reasonable behaviour of all persons using the premises, including proper supervision of car parking arrangements ensuring that cars are only parked around the Village Hall or south of the dotted line in the large carpark. Movement of Large Goods Vehicles on the large car park is forbidden.

#### **4. Activities**

a. At all times during the Hire, the Hirer is responsible as far as possible for ensuring the following:

- Prevention of Public Nuisance
- Public Safety
- Protection of Children from Harm
- Prevention of Crime and Disorder

b. All fire exits from the premises must always be kept free from obstruction during the hire. The Hirer or their delegated person shall check beforehand that emergency exit signs are illuminated and there are no obvious fire hazards. Main Door must remain unlocked; side doors are fitted with quick release catches

c. The Hirer shall ensure that no highly flammable substances are 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 Trustees. No decorations are to be put up near light fittings or heat producing appliances. The Hirer must ensure that there is no unnecessary build-up of waste and or combustible material in any part of the facilities throughout the period of hire. No candles or naked flames are permitted in the Village Hall or Field. All such material to be secured away from the building and be safely disposed of at the end of the hire.

d. All internal doors are self-closing Fire Doors and must not be propped open for any time longer than the immediate use requires. The kitchen is fitted with a hatch which must not be obstructed or secured to limit its operation.

e. The Hall and its immediate surrounding is a No Smoking area. The Hirer is responsible for ensuring this clause is enforced.

f. Anyone preparing, serving or selling food, must observe all relevant food health and hygiene legislation and regulations. The kitchen is designated a servery for food hygiene purposes and it is not to be used for the cooking of hot food. The Butterfly Hall also has a servery which can be used along with the Butterfly Hall. There is a refrigerator in the kitchen and the servery; however, food is not to be stored there on an ongoing basis.

g. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and has a valid PAT certificate attached. Any trailing leads are to either be protected by obstacle or be safely taped down. The Hirer is responsible for cleaning up any residual adhesive on removal of the tape.

h. No auxiliary heating or gas fired appliance / tools are to be brought into the hall without the written permission of the trustees.

i. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. This is a residential area, so please be considerate of our neighbours.

j. The Hirer shall comply fully with any licensing or other noise condition placed upon the hire of the premises. Music must stop at 11.30 pm and the premises be vacated by 12.30am

k. The Hirer shall ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to Village Hall Committee.

## **5. Indemnity**

a. The Hirer shall indemnify the Trustees against the cost of repair of any damage done to any part of the premises, including the curtilage thereof, or to the contents of the premises, against all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and against all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use by the Hirer of the facilities. The Hirer shall report promptly to a member of the Trustees all accidents involving personal injury and enter the incident in the Hall Accident Book. A Deposit may be required, this is at the discretion of the Booking Secretary

b. The Hirer is responsible for arranging any specific insurance to cover the Hirer's liability under clause 5.a. The Trustees insurance covers only claims arising out of their own actions and circumstances

## **6. Conclusion of Hire.**

a. The Hirer must leave the premises and surrounding area in a clean and tidy condition, with all equipment properly replaced, all heaters turned off, lights turned off, doors properly locked and windows secured, otherwise the committee may make an additional charge or retain part or all the deposit.

b. All refuse must be bagged and removed for recycling and disposal by the hirer, no refuse is to be left on the premises, otherwise the committee may make an additional charge or retain part or all the deposit.

c. The Trustees accept no responsibility for any article brought on to or left at the premises, and all liability for loss or damage is hereby excluded. Any equipment or other property not removed at the end of the hiring may be charged at the hire fee for each day or part of a day until removed.

d. The Trustees may in its discretion dispose of any items not removed within 7 days after the hiring by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in selling or otherwise disposing of the same.

## **7. Changes to these Terms and Conditions**

a. The Trustees reserve the right to change these Terms & Conditions at any time at their discretion.