

Hambridge and Westport Village Hall – Terms and Conditions of Hire

If the HIRER is in any doubt over the understanding of these Terms and Conditions, they should contact the Booking Secretary at Hambridgevillagehall@gmail.com or Telephone 07793 278434 (revised November 2022). The following Terms and Conditions are applicable at the total discretion of the Village Hall Committee.

1. No person under 25 years of age will be permitted to hire the hall
2. The HIRER will, during the period of the hire be responsible for supervision of the premises, fabric and contents, their care and safety from damage, however slight.
3. The HIRER is responsible for the safe evacuation of the premises in the event of a fire and must be familiar with fire escape routes and other provisions. (Refer to the HWRT Fire Safety Policy).
4. The HIRER will also be fully responsible for the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.
5. The HIRER will ensure that there is no excessive noise to disturb neighbouring properties.
6. The HIRER will ensure that no persons remain on the premises prior to vacating and securing the premises.
7. The HIRER, or a responsible person designated by the HIRER and acting as their agent, will be in full time attendance throughout the event.
8. No function or party will be permitted for persons under the age of 26 without the presence of the HIRER or a responsible person designated by the HIRER and acting as their agent.
9. No admittance fee can be charged for private parties.
10. The HIRER shall not sub-let the premises for any unlawful purpose or in any unlawful way, nor bring anything into the premises which may endanger the same, or any insurance policies in respect thereof.
11. The premise carries a full premises licence. The Hambridge and Westport Recreation Trust (HWRT) operate a strict policy prohibiting the consumption of alcohol by, or the purchase of alcohol for, persons under the age of 18. **No alcohol other than that purchased at the Village Hall bar shall be consumed on the premises and it is the responsibility of the HIRER to enforce this condition. If this condition is contravened, then any member of the Hall Committee has the right to terminate the function.** On Saturdays, the bar shutters will close at 23:30 hrs, and the function must stop by midnight. A further 30 minutes is allowed for clearing up and vacating the premises. On weekdays, extended bar times are possible at the discretion of HWRT. No drink glasses or bottles must be taken outside of the hall premises. The surrounding area is a children's play area.
12. The maximum capacities for various types of function under normal circumstances are:

Dancing or similar event with no chairs and tables	240
Dancing with tables and chairs set out	182
Closely seated as an audience	240
Seated at table like a restaurant	146

13. These capacities must be reduced in line with any current legislation or local guidance.

14. Emergency exits must be kept clear and Exit signs must be permanently illuminated.
15. The fire alarm control box is situated in the cloakroom with instructions on the course of action to be taken if the alarm is activated while the HIRER is using the hall.
16. The HIRER shall indemnify the HWRT for the cost, or repair to, any damage to any part of the property including the curtilage thereof the building, and contents during, or as a result of, the event, howsoever caused by any person.
17. A deposit of £100 (£200 for the Wedding Package) shall be paid with the booking form and will be returned after the event provide that condition 22 is fulfilled.
18. In cases of cancellation of a booking, any repayment of deposits or other fees will be at the discretion of the HWRT. **Typically, deposits will be refunded in full if cancellation is 14 days prior to the event and where no upfront expense has been incurred by the HWRT committee.**
19. Any specific alcohol requirements should be advised to the Booking Secretary at a minimum of two weeks' notice prior to the event. Where possible, these requests will be met, but where items have a short shelf life and are unsuitable for consumption at a later event, then the HIRER will be charged the cost price for unsold stock.
20. No alcohol, glasses or bottles are to be taken outside of the hall without permission of the bar staff.
21. Any person in possession of, or under the influence of drugs, shall be removed from the event and their names passed to the police. Such persons will not be permitted to attend future events.
22. At the end of the hiring the HIRER is responsible for leaving the premises and surrounds in a reasonably tidy and clean condition, and any contents temporarily from their usual positions properly replaced. If this is not achieved there may be an additional charge. Any rubbish and unused food must be removed from the premises.
23. HWRT reserve the right to cancel or close any event that is in breach of their conditions of hire. HWRT reserves its rights over lettings to outside organisations and has always right of entry to the hall .
24. The Hirer is responsible for observing Safeguarding protocols (refer to HWRT Safeguarding Policy)
25. No cash or valuable possessions are to be left on the premises overnight or when the hall is unattended. In cases where cash or valuables are left unattended, and the premises have been damaged by an actual or attempted break in, it may be necessary to recover any related repair costs from the HIRER. There is no insurance cover held by HWRT to cover the loss or damage to cash or possessions.
26. HWRT have a Health and Safety policy contained in their procedures manual which covers basic health and safety requirements. Due to the wide range of activities that can be undertaken at the hall, the HIRER must carry out their own risk assessment and create their own policies and procedures relating to the specific activities that they will undertake.
27. HWRT have policies on re-cycling and energy use. The HIRER should refer to the Procedure Manual for additional information.
28. It is the responsibility of the HIRER to provide first aid cover during the event.
29. It is the responsibility of the HIRER to comply with all agreements, laws and regulations relating to the use of music, singing or any other forms of entertainment.

30. It is the responsibility of the HIRER to take necessary precaution for the protection of children and vulnerable persons. (refer to HWRT Safeguarding Policy)
31. The Hirer must comply with Health and Safety policies (refer to HWRT Health and Safety Policy)
32. Due to damage to the wooden floor, line dancing or similar activities are not permitted.
33. No posters are to be fixed to any part of the hall premises.
34. The number of tables and chairs required must be stated at the time of booking.
35. The hire of the main hall or committee room includes the ladies and gents' cloakrooms. It does not include access to the storerooms or cleaning cupboard unless agreed with the caretaker.
36. The HIRER may use the china and some kitchen equipment but must state this requirement at the time of booking. Use of the dishwasher is not permitted unless under the supervision of a person trained on its use, and use of the school industrial cooking equipment is not permitted. Clarification is available from the Booking Secretary.
37. All equipment must be left in a clean condition and any breakages reported to the Booking Secretary.
38. No public camping is permitted, and no other camping except in exceptional circumstances, for example, scouts, brownies, special events, the school, and then subject to strict conditions and in compliance with any additional insurance, and only after committee approval.
39. HWRT has a Hirers Public Liability Extension. The Hirer should make themselves aware of the contents of the HWRT policy number CCP2340357 Endorsement 437 Policy CCP 2340357 to confirm they have suitable Public Liability cover. If the Hirer is providing cover under their own insurance arrangements, HWRT will require confirmation of the cover being provided. The insurance documents are available to view and download from the village website www.hambridgeandwestport.org

Please sign one copy of these conditions and return with your booking form, as confirmation that you have read and agree to comply with the conditions of hire.

Signed:

Name:

Date: