Aldwincle Village Hall

Hire Agreement / Terms & Conditions

Please ensure you have read and understood this hire agreement. If you have any questions, please contact the Bookings Clerk. Please be aware that agreeing to the hire agreement by completing the on-line booking form via the Aldwincle Village Hall website, constitutes a contract.

Hire Fee

The hire fee is £15 per hour for non-residents or £10 per hour for residents of Aldwincle, Thorpe, Achurch, Pilton, Stoke Doyle, Wigsthorpe and Clopton. Please include time for preparation and clearing up. Additional charges will be made where this extends outside of the agreed hire period. Hirers will be sent an invoice for their hire charge in advance of their booking which may include a deposit of at least one third of the cost of the booking. We will refund the deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

Licenses

The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of alcohol, or from the Performing Rights Society or from Phonographic Performances Ltd or otherwise and shall be responsible for the observance of same.

The Hirer shall obtain the consent of the Committee before applying for a Temporary Event Notice (TEN) as there is a limit to the number of Notices that can be granted annually for any premises.

Supervision

You, not being a person under 18 years of age, accept responsibility for being in charge of the premises at all times when the public are present and for ensuring that all conditions under this Agreement are met. During the period of the hiring, you are responsible for:

- supervision of the premises, the fabric and the contents
- care of the premises, safety from damage however slight or change of any sort
- the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and residents' access and egress. Please do not park on the grass verges on the highways, or grass areas in the car park.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

Use of premises

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

Insurance and indemnity

You are liable and indemnify us for:

- costs arising from of repair of any damage (including accidental and malicious damage and for loss or damage arising out of negligence) done to any part of the premises including its curtilage or its contents

- costs arising from the cost of repair of any damage (including accidental and malicious damage and for loss or damage arising out of negligence) done to our WiFi service
- all claims, losses, damages and costs made against or incurred by us, our volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service, and
- all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service , and subject to sub-clause (ii), you must indemnify us against such liabilities

Where possible we will claim on our insurance but you indemnify us against:

- any insurance excess incurred, and
- the difference between the amount of the liability and the monies we receive under the insurance policy.

Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other 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.

Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrate's Court, Health and Safety Executive or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Bookings Secretary.

You acknowledge that you have received instruction in the following matters:

- It is your responsibility to call 999 without delay in the event of an emergency
- 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
- Escape routes and the need to keep them clear at all times throughout the hire
- The location of fire exits/escape routes and method of operation of escape door fastenings
- Fire exit/escape routes at the front of the Hall (entrance door) and by the toilet/rest rooms are suitable for those that require step free access
- Fire doors must remain closed at all times
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire
- Location of the first aid boxes

In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order
- That all escape routes are free of obstruction and can be safely used for instant free public exit at all times during and at the end of the hire

- That any fire doors are not wedged open
- That there are no fire-hazards on the premises - pyrotechnics, bonfires, incinerators, fireworks and sparklers are not permitted. *Only* small domestic candles for a celebration cake can be used, momentarily, in the main hall on a fire-retardant surface and away from any decorations/flammables, and must be supervised at all times by an adult

Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises. The use of the noise reduction plug sockets must be used without exception and all windows and doors must remain closed at all times. All music, recorded or live, must cease at 22:00hrs.

Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- no one attending the event consumes excessive amounts of alcohol
- no one under the age of 18 consumes alcohol or smokes cigarettes, including e-cigarettes
- no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted or tolerated either on the premises or in its vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- your failure to dispose of any property brought on to the premises for the purposes of the hiring.

Smoking and vaping are not permitted in the hall.

Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Bookings Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Explosives and flammable substances

You must ensure that highly flammable substances are not brought into, or used in any part of the premises. No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) are erected without our consent.

Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent.

Animals are not permitted in the building with the exception of assistance dogs.

Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee. We reserve the right to cancel this Agreement by giving you written notice in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- the premises becoming unfit for your intended use;
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

During the hire

The management committee reserves the right to undertake a spot check/s during the hire of the hall to ensure the conditions of this agreement are being met.

End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge. This includes the removal of excess rubbish that does not fit in the bins provided. A £25.00 per hour charge will be levied if the Village Hall is not fully cleaned by you. Any deposit paid will be refunded after a satisfactory inspection of the building by the Hall Bookings Secretary.

No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal. This includes all use of tape, pins and adhesive products on walls, surfaces or woodwork and includes all screens attached to the outer building. Any alteration, fixture or fitting or attachment damage caused to the premises will be subject to a charge for making good.

Special Conditions

- The play area is not part of the hire.
- Bouncy castles and trampolines are not permitted inside or outside the hall.
- You are responsible for ensuring detailed risk assessments are completed in advance for the activities performed during your hire where you are commercial/business, or where you engage a commercial/business as part of your hire. Evidence maybe requested by the management committee.
- You are responsible for ensuring personal insurance is in place if you are a commercial/business, or you engage a commercial/business as part of the hire. Evidence maybe requested by the management committee.

No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

Reviewed October 2025