

APPERLEY VILLAGE HALL
Registered Charity in accordance with Charities Act (1960)
TERMS & CONDITIONS RULES (Revised: 01 April 2026)

1. Applications for the use of the Hall must be made through the online booking system at <https://hallbookingonline.com/apperley>. In the event the booking system is unavailable please contact apperleyvillagehall@gmail.com
2. The full payment will be requested and should be paid in advance of the event taking place. Please ensure you book for the FULL time period you require access to the hall, including setting up and clearing away from your booking. No access will be granted outside these times. Hirers will be charged in full for CANCELLED BOOKINGS unless notice is given to the Bookings Secretary at least fourteen days prior to the function.
3. At least ONE of the signatories to the application for (TWO in the case of a function involving Bar Facilities) must be in attendance throughout the function.
4. BAR FACILITIES
 - a. Will be permitted at the discretion of the Village Hall Committee. Where such permission is given, the hirer must ensure that a Temporary Event Notice is issued to the Licensing Officer at Tewkesbury Borough Council and to the Licensing Department of Gloucestershire Constabulary at least ten working days prior to the event.
 - b. Applications for the use of the Hall for any function requiring Bar Facilities must be signed personally by two adult elected officers of the organisation concerned or, in the case of a private function, by two adult guarantors who must remain onsite and be responsible for the supervision and good conduct of the function throughout its duration.
 - c. No intoxicating drinks may otherwise be sold for consumption on the premises except as may be permitted in rules a and b above. The committee may, if requested in writing, permit alcoholic drinks to be brought onto the premises by individuals for their own consumption or to be served as a free gift on special occasions.
5. The licence for music and dancing is limited to 180 persons.
6. Hirers of the hall are responsible for all their own legal liability for organising an event, and Apperley Village Hall does not provide them any form of insurance in this regard. If hirers bring (or organise for their suppliers to bring) portable electrical equipment, including such items as Bouncy Castles, these are ENTIRELY at the hirers own risk as Apperley Village Hall do not provide any permission or insurance as part of the booking.
7. Fire and Safety Regulations, and Rules for the preparation and handling of food, are displayed in the Hall and must be strictly observed. Fireworks and Pyrotechnics of any kind are NOT PERMITTED in the hall or grounds .
8. For private Functions the Hall must be vacated and closed by 23:30 hours between Sunday and Friday) and by 01:00 hours on Saturday, unless otherwise agreed by the Committee. Note: Public Functions governed by the Premises Licence require closure by 01:00 hours.
9. All losses, breakages and damage to the Hall or its contents during the period of a function must be notified to the Bookings Secretary within 24 hours of the event, and must be reinstated at the Hirer's expense by arrangement with the Committee. A deposit may be required against such.
10. No bicycles, mopeds or any other form of conveyance, or any machine/equipment powered or towed by a motor, are allowed in the Hall, or on the external paved area around the Hall, except by specific permission of the Committee.
11. No animals (except guide dogs) are allowed in the Hall at any time.
12. The Committee is not responsible for any article brought into or left on the premises.
13. WiFi connectivity is available at the discretion of the Village Hall Committee.
14. Users of the Hall must ensure that all EXIT signs remain SWITCHED ON when the auditorium is in darkness. All lights must be SWITCHED OFF before vacating the hall at the end of the function. The heating must be turned down to minimum before leaving. Charges will be levied for heating being left on after the booking.
15. The premises must be left in a clean and tidy condition unless specific cleaning arrangements are made at the time of the booking. All equipment, including crockery and cutlery, must be cleaned after use and replaced in the appropriate cupboards or drawers. The cooking facilities, if used, must be left in a clean and tidy condition. The external areas adjacent to the Hall, including the fenced play area between the Hall and the main road must be left free of rubbish (e.g. bottles, packaging etc.) and in particular, any broken glass must be removed.
16. There is parking space for up to approximately 50 vehicles, but this is shared with other users of the grounds. No vehicles are permitted to park on or be driven over the grassed areas surrounding the Hall without specific permission of the Booking Secretary.
17. The playing fields, tennis court, playground and car park are owned and managed by the Parish Council and are not included in the Hall facilities
18. Apperley Village Hall make every effort to ensure that all equipment in the Hall is fully operational for your function, but cannot make any guarantee in this regard. If there are any shortcomings please contact us so we can remedy for future bookings.

Apperley Village Hall takes the security of all personal information seriously. We will only use your information for the purposes of administering hall bookings in accordance with Data Protection Act and any other relevant regulations.