



The safety of everyone that uses the Hall is of the utmost importance and we want everyone who uses the hall to have an enjoyable experience. Please take time to read the terms of hire below.

*Thank you and enjoy!
The Bayford Mission Hall Society*

Terms and Conditions of Hire

These terms and conditions apply to all those who book and use Bayford Village Hall (BVH). They are part of an agreement between Bayford Mission Hall Society ('BMHS') and the hirer ('the Hirer'), who may be an individual or an organisation represented by an authorised person.

If you 'the Hirer' are in any doubt as to the meaning of any of the following, please seek clarification from: bookings@bayfordvillagehall.org

The person named on the booking request shall be considered 'the Hirer'. Where an organisation is named, the person booking hereby confirms that they do so with full authority of the organisation.

The Hirer must be 21 or over and accept responsibility for being in charge of all aspects of the hire, and on the premises at all times. The Hiring Agreement only gives permission to use the premises as set out in the booking form and confers no tenancy or other right of occupation on the Hirer.

1. Hire Fee

Is due one month prior to the booking (or immediately if within one month). Payment can be made by BACS to:

- Bayford Mission Hall Society
- Account: 87576252
- Sort Code: 60-24-09

Alternatively payment can be made by cheque payable to 'Bayford Mission Hall Society' and posted/delivered to The Bookings Secretary, Newell House, Bayford, Wincanton, Somerset BA99NL. Please ensure you show on the booking form that you intend to pay by BACS or cheque and that when paying you reference your surname and booking date.

The hire charges are available on the website www.bayfordvillagehall.org.

2. Cancellation by Hirer

The BMHS reserve the right to charge the following cancellation fees:

- Less than 7 days notice - 50% of hire charge.
- 7-21days notice - 25% of hire charge.

3. Cancellation by BHMS

In the event of a booking being cancelled at short notice due to unforeseen and unavoidable circumstances, for example but not necessarily restricted to the following: severe weather, accidental damage which leaves the hall unusable, loss of power, BHMS will not be responsible for any uninsured expenses of the hirer. A refund of the booking fee will be given.

4 Care of premises

The Hirer shall, during the period of hire, be responsible for supervision of the fabric and contents of the premises, and the behaviour of all persons using the premises.

The Hirer shall:

- a) only use the premises as detailed in the Hiring Agreement. There will be no sub-hire of the premises. The hirer will not allow the premises to be used for any unlawful purpose or in any unlawful way.
- b) ensure that nothing in relation to the premises contravenes the law relating to gaming, betting, consumption of alcohol and lotteries.
- c) not adhere directly to the walls any pictures or decorations; means to hang from the picture rail can be provided.

5 Public safety

The Hall complies with all health and safety regulations i.e. fire safety, lighting etc.

The Hirer shall:

- a) comply with all conditions and regulations made with respect to the premises by Fire Authority, Local Authority or other Authority.
- b) in booking, acknowledge that he or she has understood action to be taken to prevent safety hazards and action in the event of an emergency (including location and use of fire equipment, escape routes and the necessity to keep these clear at all times, and emergency numbers).

6 Capacity

The number of people on the premises shall not exceed 60.

7 Smoking

Smoking including e-cigarettes, is not permitted on the premises.

8 Alcohol and Licensing

Currently the Hall does not have a licence to sell alcohol. Persons hiring the hall for an event where alcohol is intended to be sold or supplied will require a Personal Licence Holder i.e. a licensee to be present throughout the booking period. This person will be responsible for ensuring compliance with relevant licensing legislation and any conditions which may be imposed by local authorities or the

Hirer can contact the council for a Temporary Event Notice (TEN) which will enable 'the Hirer' to carry out a 'licensable activity' on unlicensed premises in England or Wales.

Alcoholic drinks may be served free, for example at a private party. No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of BMHS.

9 Prevention of Public Nuisance

Hall hirers and users will be reminded to depart the hall in an orderly and quiet manner particularly at the end of evening functions. The hall has neighbours in close proximity; please respect them.

10 Health, hygiene and food

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene regulations.

11 Electrical appliance safety

No additional electrical equipment, including heaters or catering equipment shall be used without permission.

12 Portable gas appliances

The Hirer must NOT under any circumstances bring portable gas appliances into the premises, nor permit any other individual to do so.

13 Indemnity and insurance

BVH is insured against any claim arising out of its own negligence.

If using third party sub-contractors (for example children's bouncy castles) the hirer must provide proof of public liability insurance from the supplier prior to the event.

The Hirer and persons employed by them are NOT covered by any insurance effected by BVH in respect of employer's liability, and must make their own arrangements as to such insurance.

BMHS do not accept responsibility or liability in respect of damage to or loss of any property placed or left on the premises by any Hirer or any person for the use or purposes of the Hirer or by any person attending the premises during the period of the hiring.

14 Accidents

Any accident must be recorded in the Hall Accident Book to be found on the wall in the kitchen. A first aid kit is also available in the kitchen. The Hirer shall report as soon as possible any accident involving injury to the public. A relevant report must be completed in the accident book in the reported either on return of the keys, by phone to Niru Linsley 01963 33972 or by email report@bayfordvillagehall.org.

15 Fire and Flammable substances

Flammable substances, candles or other naked flames are not allowed in any part of the building. The use of fireworks within the building is strictly prohibited.

All Hirers must make themselves, and any individuals using the premises as part of their Hire, aware of emergency escape routes and fire alarm procedures.

16 Heating

There are wall mounted heating appliances throughout the building. The hirer will ensure no additional heating appliances are used on the premises.

17 Children and Vulnerable Adults

All children must be supervised by the hirer or by an appropriate adult nominated by the hirer who must remain on site throughout the hire period.

The Hirer shall ensure that any activity for children under eight years of age complies with the provisions of [The Children Act of 1989](#). No children's party may be held at the hall without the presence of sufficient responsible adults.

Hirers are responsible for ensuring that any activities for vulnerable adults comply with the provisions of the [Safeguarding Vulnerable Groups Act 2006](#) and that only fit and proper persons have access to the vulnerable adults.

18 Cancellations and refusals

BMHS reserves the right to:

1. refuse a booking
2. cancel an agreement at any time on giving 1 months' notice in writing to the Hirer; for example the requirement to use the premises as a Polling Station for elections or by-elections.
3. cancel two bookings per year of regular users giving 28 days notice or reasoned decision that the hire might lead to a breach of law or otherwise unsuitable activities.

19 Performances and Film Shows

- a) Performances involving danger to the public, or of a sexually explicit nature, shall not be allowed.
- b) Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

20 Animals

No animals (including birds) except assistance dogs are allowed in the building.

21 Cleaning

Hirers are expected to leave the hall clean and tidy at the end of their use. Floors should be swept and any spills mopped promptly. Breakages do happen but please clear up carefully and report the damage so items can either be repaired or replaced. Clear and wipe around the fridge and oven at the end of your booking.

All rubbish should be taken home – there are spare bin bags in the kitchen.

22 Entry

The right of entry to the building is reserved to BMHS and any other agent of BMHS and any police officer at any time during the hiring.

23 Hire Periods

Hire periods must be long enough to allow for any setting up of and putting away/dismantling any furniture/equipment.

24 End of hire

The hirer will make sure that:

- a) the premises are left in a clean and tidy condition
- b) the whole building is properly locked and secured with heating, lighting and taps turned off. There may be additional charges taken from the deposit, if the heating, lighting or water is left running.
- c) furniture and other items moved from usual positions are replaced.
- d) if used; the refrigerator in the kitchen should be turned off and the doors propped open.
- e) the premises are vacated promptly at the end of the booking.
- f) keys should be returned/posted through letterbox to Newell House (next to Village Hall) immediately after the event.
- g) lost keys will need to be replaced by the hirer.
- h) the hirer should report any damage to the Hall including the use of fire extinguishers
- i) all doors and windows, internal and external, are securely closed and locked.

Contacts for the Village Hall are:

Bookings Secretary

Niru Linsley

Telephone: 01963 33972

Email:

bookings@bayfordvillagehall.org