



# Bembridge Village Hall

Charity No: 1092424

## TERMS AND CONDITIONS OF HIRING FOR BEMBRIDGE VILLAGE HALL

This Agreement constituting the Room Hire Booking Form and Terms and Conditions are made between the Hirer and the Management Committee. The parties agree that the hiring will be carried out in accordance with this Agreement.

### 1. DEFINITIONS AND INTERPRETATION

- 1.1 The Venue – means Bembridge Village Hall 14 High Street, Bembridge, Isle of Wight PO35 5SD.
- 1.2 The Hirer – Means the person or organisation as set out on the Room Hire Booking Form.
- 1.3 The Premises – means the Main Hall and kitchen/Small Hall and kitchen, Stage and amenities at Bembridge Village Hall, 14 High Street, Bembridge, Isle of Wight PO35 5SD. As set out in the Room Hire Booking Form.
- 1.4 The Building – means Bembridge Village Hall 14 High Street, Bembridge, Isle of Wight PO35 5SD.
- 1.5 The Amount Due – means the amount agreed for the Hire.
- 1.6 The Period of Hire – means the period set out on the Room Hire Booking Form.
- 1.7 The Management Committee and Officers – means the Bembridge Village Hall Management Committee and Officers.

### 2. MAXIMUM CAPACITY

- 2.1 In accordance with fire regulations the **maximum** capacity for the large hall is 200 standing, 100 seated. In the small hall 60 standing, 40 seated and these limits shall **not** be exceeded. Please note that there are only 100 upholstered chairs for sole use in the large hall and 40 plastic chairs for the sole use in the small hall.
- 2.2 For theatrical productions the chairs should be set in rows of 10 with 1-metre-wide aisles at either side and in the middle of the rows in the large hall. The chairs can be set on a 50:50 or 60:40 ratio basis. The audience **MUST NOT** reposition chairs from the format set out.
- 2.3 Chairs must not go past the line of pillars into the walkway in front of the kitchen.
- 2.4 There must be no standing audience during a seated performance. Fire exits must not be blocked with chairs, tables or people or other obstructions.
- 2.5 No plastic chairs from the small hall to be used for the audience in the large hall.

### 3. USE OF PREMISES

- 3.1 The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sub-hire or use or allow the Premises to be used for:
  - Any political rallies or demonstrations
  - For purposes which are illegal i.e., be they forbidden by law or unauthorised by official or accepted rules
  - For functions attended by people whose presence may cause civil unrest or division within the community.

- To an organisation or individual which has been banned by law.
- Or to do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

#### 4. LICENCES

- 4.1 The Venue holds a licence for the playing of recorded music with the Performing Rights Society (PRS). The details of this licence are available for Hirers to check on the PPL/PRS website [www.pplprs.co.uk-tariffs-prs](http://www.pplprs.co.uk-tariffs-prs) for music – CB community buildings – section 4.1.
- 4.2 The Hirer shall be responsible for obtaining **ALL** other licences and for completing any additional returns that may be required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer shall indemnify the Venue against the consequences of the Hirer's failure to do so. The Hirer should check in advance the time required for issue of the said licences.
- 4.3 The Management Committee and Officers are unable to obtain other licences on behalf of the Hirer with the exception of a TENS licence.
- 4.4 Temporary Event Notice (TENS) are required for any event where alcohol is sold or given with a purchased ticket. **TENS licences can ONLY be obtained through the Booking Manager or Committee Member.** The Committee has the right to cancel any event that has either obtained a TENS license without prior permission or has no license. A charge will be added to the Hire fee for any licenses obtained on behalf of the Hirer and this will be at the Isle of Wight County Council's current rate. This license **MUST** be displayed by the bar in the plastic wallet.
- 4.5 The Hirer shall ensure that they have all permits, consents, licences, permission, certificates, authorisations, and approvals whether of a public or private nature which shall be required by any authority or person in respect of the event. This includes where required a licence issued by the Performing Rights Society (PRS) and any copyright permission. Apart from the TENS licence, it is the responsibility of the Hirer to obtain any licenses.
- 4.6 Children's licences. Please see section 11 below.

#### 5. HEALTH AND SAFETY COMPLIANCE

- 5.1 The Hirer shall comply with all requests of the Venue's Committee and must supply any documents requested promptly.
- 5.2 The Hirer shall be responsible for the health and safety aspects of the use of the Premises during the Period of Hire.
- 5.3 The Hirer shall ensure they are familiar with the:
- a) Fire alarm points
  - b) Fire evacuation procedures, routes, refuge point and assembly point
  - c) Location of first aid kit
  - d) Location of the accident and incident report book
- 5.4 The Hirer shall:
- a) Ensure clear and unobstructed access and egress is maintained to all emergency exits in the Premises
  - b) Ensure fire doors in the Premises are not propped or left open at any time
  - c) Familiarise themselves where fire equipment points are, fire evacuation routes are, and the fire assembly point which is the War Memorial on Church Road.
  - d) Where the large hall is hired all disabled access is through the side double fire door in the large hall.

- 5.5 The evacuation procedure for the Premises is displayed on the main notice board in the main hall. It is the responsibility of the Hirer to read the evacuation procedure. The Hirer must ensure that the Building has been fully evacuated, and occupants have gathered at the main assembly point. This is by the War Memorial on Church Road.
- 5.6 Always phone the fire brigade in case of a fire. **THE ADDRESS OF THE PREMISES IS BEMBRIDGE VILLAGE HALL, 14 HIGH STREET, BEMBRIDGE, PO35 5SD.**
- 5.7 In case of fire, unless someone is trained in firefighting or has knowledge of the use of fire equipment, the Hirer should vacate all those in the Building in the first instance and phone the Fire Brigade and evacuate them to the assembly point only. It is the responsibility of the Hirer to ensure, only if safe to do so, that the building is empty. The Hirer should appoint a 'fire Marshall' to take charge of any evacuation and make sure everyone is out of the building.
- 5.8 Should the Hirer be using the Venue in the style of a seated event ie., meetings, talks, plays etc., a record of audience numbers must be taken on entering the hall for each event. Those taking part in the event either on stage, front of house, backstage, technical engineers etc., must be accounted for by the Hirer and the Hirer **MUST** take a register of names of those taking part each night. Strict capacity must be adhered to as in 2 above 'Maximum Capacity', of these terms and conditions. This provision above includes regular hirers where the group attending should sign in against their name.
- 5.9 The Venue has only 100 black chairs. This is the maximum capacity for a seated event in the large hall.
- 5.10 No standing audience is allowed at the same time as those seated.
- 5.11 Front of House staff must be seated clear of any fire exits.
- 5.12 Should the Hirer hold a craft fair, exhibition or similar, the walkway in front of the kitchen that runs from the front door to the side fire exit and the door by the toilets, **MUST** be kept clear of any displays, chairs, tables or other encumbrances. This walkway is to facilitate the egress of persons and disabled persons and to allow safe passage through the hall in an emergency. **All displays, table, chairs etc., to only be placed on the wooden floor area.**
- 5.13 From time-to-time Members of the Committee will inspect the layout of audiences, craft fairs etc. and has the right to ask the Hirer to change the said layout or to enforce closure of the event.

## 6. ELECTRICAL APPLIANCE SAFETY

- 6.1 Under the Provision of Use of Work Equipment Regulations 1998. Regulation 4(2.3) of the Electricity at Work Regulations 1989 all portable appliances are checked and tested on a regular basis. **The Management Committee's regulations for Bembridge Village Hall are as follows: -**
- 6.2 All portable electrical appliances brought into the premises **MUST** be PAT tested and labelled. This is at the expense of the Hirer. The Management Committee can and will check from time to time that this Regulation is being complied with.
- 6.3 The Committee require that if an electrical item is under 12 months old, a receipt must be produced when asked for.
- 6.4 All electrical equipment that is staying on the Premises, must be unplugged from the socket at the end of each day and must comply with the above PAT testing. This includes extension cables. These items must be removed immediately from the Premises after the hire period.
- 6.5 Any extension cables brought into the Premises must be uncoiled to its full length, PAT tested and labelled.
- 6.6 **No portable heaters, electrical kitchen appliances such as kettles, toasters or any electrical item etc. are to be brought onto the premises at any time.**

- 6.7 The Management Committee or their agent will from time to time check any electrical equipment brought into the Venue by Hirers. If it is found that any equipment being used is not PAT tested, as required by the Management Committee's Regulations above, the Management Committee or their agent will ask for that equipment to be removed immediately.

## **7. ALTERATIONS**

- 7.1 The Hirer must not make any alterations whether permanent or temporary to the Premises or any other part of the Premises without the Management Committee or Booking Manager's prior written consent. This includes the installation of posters, lights, party decorations etc. on any part of the building.

## **8. FOOD AND DRINK**

- 8.1 If the Hirer uses outside caterers, it is up to the Hirer to choose a caterer with the relevant Basic Food Hygiene Certificates. It is **NOT** the responsibility of Bembridge Village Hall Management Committee to regulate the certification of any caterers used in the hall during the Hire period. If anyone should fall ill after attending a function where food is served, Bembridge Village Hall Committee will not take responsibility or any liabilities for any illnesses.
- 8.2 The Hirer shall if preparing, serving, or selling food observe all relevant food and hygiene legislation and regulations.
- 8.3 The Hirer or their caterer is responsible for ensuring that all food waste is disposed of properly and no food debris is to be left in any part of the hall, fridges, cupboards etc., No food is to be disposed of in any of the bins outside the Village Hall. Outside caterers must be aware of the hire finishing time.

## **9. GENERAL REGULATIONS**

- 9.1 The Hirer must ensure that no goods which are illegal, counterfeit, dangerous or deemed to be of an offensive or inappropriate nature (as determined at absolute discretion of the Management Committee) are displayed or offered for sale on the Premises.
- 9.2 Any items deemed to be of an offensive or inappropriate nature by the Venue shall be removed from display or sale immediately on the request of the Management Committee.
- 9.3 Pyrotechnics, candles, or other combustible materials are prohibited, unless with prior consent from either the Management Committee or the Booking Manager.
- 9.4 The Management Committee and Officers take no responsibility of the Hirer's property left in either hall during the hire. Property is left at the Hirer's own risk.
- 9.5 Hirers wishing to leave tables, chairs, personal property, costumes etc., rendering the hall unusable to other hirer's in either or both halls during the hire, must inform the Booking Manager when booking. This will be classed as a hire and charged for.
- 9.6 Each hall has a kitchen and use of the said kitchens can only be used in conjunction with the corresponding hall. If the kitchen, oven, fridge, utensils, crockery etc are found to be dirty after Hire, then payment to cover cleaning costs will be deducted from the deposit or requested by the Committee following the Hire. Cost for cleaning will be at the current rate. Non-payment for cleaning will mean no future Hire of the hall will be allowed and possible legal action taken. Should the kitchen(s) be left in a condition that a booked hire cannot commence, any loss of income to the Hall or abandonment to next Hirer will be the responsibility of that outgoing Hirer.

- 9.7 **At the end of hire, it is the responsibility of the Hirer to ensure that all doors and windows are shut and locked, as necessary before leaving the Venue and that all electrical equipment unplugged, and lights etc turned off. Failure to do so may incur charges or no future hire of the Venue.**
- 9.8 **After the Hire, the black chairs in the large hall must be stacked as per the Village Hall requirements. Stacks of 8 chairs placed alternately. 4 stacks under balcony. 2 stacks by kitchen 2 stacks by the cupboard (window wall) and 4 stacks in the porch, 3 one side and two the other side of door. Please see instructions which are to be found under the balcony by the fire door. Written instructions and pictures are there for your information. The chairs in the small hall can only be stacked in 10's and must be placed in the small hall under the window. None in the kitchen. Please adhere to these instructions. Failure to comply with these instructions, a charge will be made. Fire exits must NOT be blocked.**
- 9.9 No chairs or tables from the large hall or from the small hall are to be used outside of the building. Any damage or misuse to the said chairs will be charged to the hirer.
- 9.10 During the hire when the hall is in use for a craft or similar market, exhibition etc., nothing must impede exit from the building via fire escapes by tables, chairs, displays and such like.
- 9.11 All tables and chairs must only be placed and used on the wooden floor area in the large hall.
- 9.12 All tables to be placed back clean and in their proper place. Large hall in the cupboard under the balcony and in the small hall kitchen against the wall. No tables from the small hall to be taken into the large hall.
- 9.13 No padded black chairs to be taken or left in the small hall.
- 9.14 The Hirer shall ensure that no persons under 16 years of age be permitted to enter the large hall kitchen.
- 9.15 No posters, leaflets, manuals etc. to be stuck on ANY of the hall walls, windows or doors in any way. There is a notice board under the windows for this purpose. Only one A4 size posters are permissible. There is also a cabinet outside the hall for one A4 poster to be placed.
- 9.16 From October to April when the heating is on all external doors and windows must be kept shut. If the doors or windows are open, the heating will have to be turned off. The heating is set to 21c. During these exhibitions etc., the Hirer can provide their own 'A' frame which can be placed outside the hall to show that they are open. This must not be placed on the public highway but placed in front of the door of the hall. This must be taken home at the end of the hire. No equipment such as the 'A' frame, displays etc. can be left in any part of the hall unless the hall has been hired for a duration of time. Any equipment found in the hall will be removed.
- 9.17 **The Hirer must not use or bring their own electrical heaters to heat any part of the large or small hall during any hire.**
- 9.18 The heating will be turned off on the last day of April and turned back on the first day of October. This is weather dependent.
- 9.19 Any group using the hall or stage for painting or similar must protect either hall floor or stage floor with a plastic covering. Any spillages on the hall floor or stage not cleaned up will be liable for professional cleaning or repainting charge. After the stage has been used, the floor must be swept and cleaned.
- 9.20 Any tables used whilst painting, must be appropriately covered and cleaned afterwards.
- 9.21 Chairs must not be used for support whilst painting.
- 9.22 **No cleaning of brushes, rollers or any painting equipment to be carried out at the Venue. The sinks MUST NOT be used. No painting wastewater to be poured down the sink or outside drains of the building.**
- 9.23 Any Hirer found breaking any of the terms and conditions herein, may forfeit the right to future hires.

## 10. NUISANCE

- 10.1 The Hirer must not do or allow anyone attending their hiring to do anything in the Venue which is or may become a nuisance to the Venue or other hirers or to the occupiers of adjoining or neighbouring premises.
- 10.2 The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Venue and the Building.

## 11. SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

- 11.1 The Hirer must 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, the Hirer must provide the Management Committee member or Booking Manager with a copy of their Safeguarding Policy and evidence that you, the Hirer have carried out relevant checks through the Disclosure and Barring Services (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.
- 11.2 The Hirer must in good time, carry out all relevant checks and obtain licences for any children performing. **Licensing rules change yearly so it is the responsibility of the Hirer to ensure that they have checked the current rules and regulations.**
- 11.3 There are no exceptions to this rule.
- 11.4 Should the Hirer not have the relevant licences and safeguarding policies in place and the council attend an event which include children and no licences etc are in place, the Management Committee will not be held responsible for any loss of income or expenditure.
- 11.5 The Hirer shall ensure that no person under 16 years of age be permitted to enter the large hall kitchen.

## 12. CHARGES, CONFIRMATION AND CANCELLATION

- 12.1 Full payment of the deposit will guarantee the booking. This payment should be sent to the Treasurer (details on Hiring Form) within seven days of initial enquiry. If payment is delayed and another enquiry comes in, the Management Committee has the right to take the first paid for booking.
- 12.2 The Management Committee reserves the right to cancel any booking for any reason. Where a booking is cancelled by the Management Committee, the Management Committee shall incur no liability to the Hirer whatsoever.
- 12.3 If the Hirer needs to cancel the booking a minimum **four weeks' notice** before the date of the event is required. In this event the Village Hall will return in full the deposit and any fees already paid. If the Hirer cancels the booking **two weeks** before the date of the event, the Village Hall will return the deposit and 50% of any hire fees already paid. If the Hirer cancels the booking **less than two weeks** before the date of the event or fails to proceed with the booking thereafter, the Village Hall will return the deposit but retain any hire fees already paid.
- 12.4 On making a verbal booking with the Booking Manager, this booking will be held for 48 hours. If the prospective hirer doesn't complete the relevant hiring forms, without prior notice to the Booking Manager, the Booking Manager has the right to make available the dates requested. The Hirer must complete and forward any forms and deposit, and payment for the hire to the Treasurer. Once confirmation that these have been received can the booking be deemed as booked.

### 13. END OF HIRE

- 13.1 The Hirer shall ensure that the Premises are vacated at the end of the Period of Hire.
- 13.2 The Hirer shall ensure the premises and surrounding area are in a clean and tidy condition and all equipment, goods belonging to the Hirer and other materials including rubbish, food rubbish, used nappies or any articles belonging to the Hirer are removed from the building at the end of the Period of Hire. Any items left in the hall without prior permission, will be disposed of without prior warning.
- 13.3 **No rubbish is to be left on site, inside or outside of the Building after the Hire period and must be taken off the premises. Failure to do this will result in a disposal charge. No rubbish to be put in the public bins outside of the hall.**
- 13.4 Where the Hire includes use of the kitchens, the Hirer shall ensure that all crockery, utensils, any equipment provided by the hall, including cooker, fridge, microwave, etc used must be left in a clean and empty condition. Any food or drink left in the fridges, will be disposed of without warning. **THE FRIDGES MUST NOT BE TURNED OFF.**
- 13.5 Additional charges, at the discretion of the Management Committee, may apply where the Hirer fails to comply with clauses 9 and 17.1.
- 13.6 Brooms, dustpan and brush, mops and buckets are available to the Hirer for such clearing up after the event. These will be placed in the respective kitchens and must be returned in a clean and tidy order. The Hirer must provide their own cleaning products, and rubbish bags which must be removed from the Building after the event.
- 13.7 The Hirer shall also ensure that all parts of the hall used by the Hirer be left clean and tidy. Floors **must** be swept of any debris and washed as necessary. Toilets must be checked and left in a clean and hygienic condition. No used nappies to be left in the bins in the toilets. Please see clauses 9 and 17.1. **Upon arriving at the hall, should the Hall not be in a state which you would wish to find it please contact the Booking Manager (07969 888671) or member of the Committee immediately. Failure to contact the Booking Manager about the state of the hall upon arrival, may result in your hire being wrongly blamed.**
- 13.8 If after a hire the Venue is found to be unusable, a contract cleaner will be hired, and the Hirer will be expected to cover the costs of cleaning and possible abandonment of next hire. This covers any costs and loss of hire should the next hirer not be able to use the Venue. The Management Committee will not be responsible to either party for loss of earnings, expenditure etc. This will fall to the Hirer who has not abided by the conditions above.
- 13.9 Chairs and tables are to be placed back in the appropriate places. Instructions as to how the chairs are to be stacked are found on the wall under the balcony. Photographs are placed on the walls to aid the placement of the chairs.
- 13.10 **The baby grand piano in the large hall must not be used, moved, or have anything placed on it during the hire.** The piano may be requested for hire from the Booking Manager.

### 14. PAYMENTS AND AMOUNT DUE

- 14.1 The Hirer shall make payment of the Amount Due or Deposit in advance except by prior permission of the Committee or Booking Manager.
- 14.2 The details of the Amount Due or Deposit are set out on the Room Hire Booking Form. The Venue updates room hire charges from time to time. The Venue will give 1 (one) months' notice if there are any increases in the Amount Due.
- 14.3 The refundable deposit will be returned 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 its contents.
- 14.4 Late payments will be subject to County Court Debt Recovery Proceedings.

## 15. INSURANCE

- 15.1 During the period of the hire, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify the Management Committee from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hire except where due to the negligence of the Venue/Management Committee or their respective servants or agents.
- 15.2 Profit making event. The Hirer shall maintain Public Liability Insurance in the sum of not less than £5,000,000 and ensure that this is in place for the use of the Premises during the Period of Hire. An exemption to this is if the Hirer is a 'non-profit' organisation whereby this liability will be covered under the terms of the Venue's insurance as displayed on the Venue's Hall Notice Board.
- 15.3 **Non-Profit organisations.** If a non-profit making group/organisation holds a 'profit' making event, the group must ensure that their insurance covers them for change of event, even if the group/organisation is a charity. The Village Hall's insurance does not cover the group/organisation for such profit-making events. This means, change from weekly meetings which will be covered under the Village Halls insurance to a craft sale where the crafters keep the profit. This turns the event into a profit-making event. Thus, changing the groups/organisations insurance. The Management Committee cannot advise on this aspect, and it is up to the said individuals or group to ensure that they hold the correct insurance for profit making events even if they are a charity.
- 15.4 There is an excess of £250 meaning that the hirer is liable for the first £250 of any claim.
- 15.5 Should a group hold an exhibition, a theatre production or any other event where their belongings are stored on the premises, in any manner, it is up to the individual group or organisation to ensure that their insurance covers their items. This is to include photos, artwork, memorabilia, crafts, costumes, set, scenery etc. The Committee will not be responsible for any damage to the items left in the hall.

## 16. DATA PROTECTION

- 16.1 Personal data supplied on the Room Hire Booking Form will be held and will be used in accordance with the Data Protection Act 2018 for statistical analysis, management, planning and in the provision of services by the Venue and its partners.

## 17. CCTV

- 17.1 CCTV is installed in Bembridge Village Hall to provide a safe and secure environment for hirers, visitors and contractors. The Management Committee has a CCTV policy which upon request the Hirer can ask to see this. There is also a copy of this on the Hall Notice Board.

## 18. CARE OF PREMISES AND EQUIPMENT

- a. The Hirer shall ensure no damage is caused or permitted to be caused to the Premises or any equipment or fittings during the Period of Hire. Any damage must be reported immediately to the Booking Manager or Management Committee immediately. Tables or chairs from either Hall must not be taken outside in any event. Should this happen, the Booking Manager or Management Committee have the right to cancel immediately the event, should the Hirer not return the said tables or chairs inside. This may also hinder any future hires

## 19. LOSS OR DAMAGE

- a. The Management Committee shall not be liable for any death injury loss or damage however so caused to the Hirer, persons using the Premises and/or to their property except for death or personal injury or damage to property caused by negligence on the part of the Venue or its employees or agents, or any matter in respect of which it would be unlawful for the Venue to exclude or restrict liability.

## 20. ADVERTISING

- a. No advertising shall be displayed on any part of the Building. Advertising may be placed in the cabinet outside the hall and on the notice board (under the windows) provided inside the Hall. Only A4 posters or smaller are permitted in both respects.

## 21. GENERAL TERMS

- a. The Management Committee may from time to time amend or add to the Terms and Conditions of Hire without prior notice to any regular Hirer or Hirer's.
- b. The Hirer shall ensure that their event/hire complies with all relevant legislation and regulations.
- c. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.
- d. No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under the Act.
- e. This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement.
- f. Hirers are reminded that they can only use the hall that has been booked for hire. Should one of the halls be vacant at the time of hire and the Hirer uses that vacant hall, both halls will be charged for. Any injuries or damages to the Hirer, their group, persons or their possessions will not be covered under the Hall's insurance should they use the vacant hall.
- g. If a Hirer has booked one Hall, access to either Hall **MUST** only be through the corresponding Hall door. If both Halls have been booked, then the Hirer may enter through either door. All main doors opened must be checked and locked. The Hirer may not have cause to enter the other hall, unless booked, during their Hire.
- h. If there is damage to the vacant hall, the Hirer will be responsible for damage caused.
- i. Any person or persons hiring a cupboard are reminded that all their items **MUST** be placed back in their cupboard at the end of their hire. Any items left out will be removed from the hall without prior warning.
- j. No combustibles, spirits or flammable items etc., to be left in the cupboards.**
- k. No food or drink to be left in any part of the large or small hall, in fridges or freezers, cupboards etc., unless by prior agreement from the Booking Manager. Any items left will be disposed of.
- l. The front of the stage or steps are not to be used for any craft or exhibitions unless by prior agreement with the Booking Manager.

- m. Any Hirer can book either or both halls 1 year in advance. Bookings can only be accepted via email.
- n. No phone bookings will be taken. Any amendments must be in writing.
- o. Once the Hirer has confirmed the dates, times etc, with the Booking Manager, Hirer's are required to read and sign the attached form to the Treasurer. Only return the signed pages. Please keep the T&C's for your information.
- p. Hired Time. Any Hirer not starting at the allotted time must still finish at the end booked time. No extra time can be given, and any over runs will be charged for at an hourly rate thereafter.

## **22. THEATRICAL PERFORMANCES**

- a. At the time of booking the Hirer must specify, in writing, when the stage is required for set construction, props storage etc., as this will effectively prevent other hirers from using the stage during that time.
- b. Where the booking requires the use of the stage for set construction, props storage etc., in the run up to or during the production, the stage area may be reserved for up to 2 weeks before and during the week of the performance(s) at no extra cost. If the reservation results in a potential loss of income to the venue because of the non-availability of the stage during that time, the Management Committee reserves the right to seek reimbursement for such loss in consultation with the hirer.
- c. There is a theatre lighting system in the hall. Should this be required please contact the Booking Manager.
- d. Access to the technical balcony is restricted to trained and approved personnel only.

## **23. SMOKING AND VAPING**

Smoking and/or vaping is **NOT** permitted in any part of the Building. It is the responsibility of the Hirer to ensure there is no smoking and/or vaping on the Premises.

April 2024



## **Bembridge Village Hall**

Charity No: 1092424

### **TERMS AND CONDITIONS OF HIRING FOR BEMBRIDGE VILLAGE HALL**

I/We (name/s) ..... agree to the above terms & conditions and confirm that I/We have read and understand the above and by signing these Terms & Conditions I/We confirm to abide by the above terms.

Dated .....

Please keep the terms & conditions for your information and return only this page signed