Bishop Middleham Village Hall

ROOM HIRE – TERMS AND CONDITIONS

Agreements with the Trustees of Bishop Middleham Village Hall ('the Village Hall') for the hire of the Village Hall or any part thereof ('the Premises') are subject to these Room Hire Terms & Conditions.

By proceeding with your booking, you are deemed to have accepted the Room Hire Terms & Conditions

1. Hire Description and Charges

The Village Hall will confirm the booking details and charges on acceptance of the booking.

2. Undertaking of the Hirer

The Hirer undertakes to ensure that they understand, and will comply with, the Room Hire Terms & Conditions, all other Village Hall Policies and any notices or instructions displayed on the Premises.

Particular attention must be given to the Health & Safety Policy, fire/evacuation arrangements, location of the first-aid kit and accident report book.

Safety information is displayed in both foyers of the building.

3. Supervision by the Hirer

The Hirer undertakes to be present, or, to arrange for sufficient responsible adult representatives to be present, throughout the hire period to ensure compliance with the provisions and stipulations contained or referred to within this document, as well as any relevant licence requirements. Hirers must be aged 18 years or over.

For all bookings involving children, young people, or vulnerable adults, except private parties where the Hirer is a family member, the Hirer is required to have, and comply with, their own safeguarding/child protection policies.

Hirers and their helpers/employees working with children, young people or vulnerable adults must ensure they hold a current and appropriate DBS Certificate.

All hirers must undertake their own Risk Assessment where required or appropriate

4. Responsibility of the Hirer

The Hirer is responsible during the period of hire for:

- Ensuring that access and use of the Premises (including setting up and clearing/tidying up) is confined to the specified hire times.

- Ensuring that, regardless of which area is hired, all exit doors are unlocked and unobstructed for fire evacuation purposes.

- Ensuring that arrangements are in place to assist any attendees/guests/visitors who are disabled in the event of an emergency evacuation.

- Having a charged and working mobile telephone available for use, in the event of an emergency.

- Supervision of the access and use of the Premises and the care of its structure and contents.

- Ensuring that the purpose and conduct of the hire does not disrupt any other room hire.

- Respecting the property or belongings of other hirers/users.

- Ensuring that the Premises (including foyers, kitchen, appliances, and toilets) are left clean and tidy with all rubbish removed from the site at the end of the hire period. Any charges incurred by the Village Hall due to breakages, inadequate cleaning, or failure to replace items/equipment, etc. will be charged to the Hirer.

- Ensuring that all equipment, chairs, and tables have been removed or returned safely to their storage areas, that the premises is cleared of people, lights are switched off, taps are not left running and the building is left secured, except for any facilities/room in use at that time by another party.

- Ensuring that nothing is left hot, smoking or smouldering.

- Ensuring that any temporary fixtures and fittings comply with Health & Safety legislation/guidance and are not a health & safety/fire hazard.

- Ensuring no Blu-tack, drawing pins, adhesive tape or other fixing devices are used.

- Ensuring that any equipment or electrical appliances brought to the Premises are in good working order, certified safe and used

appropriately. The heating controls should not be adjusted by anyone except the Village Hall Caretaker.

- Ensuring that no animals (including birds), except assistance dogs, are brought into the building without the written permission of the Village Hall.

- Ensuring that no barbeques, LPG appliances or flammable/dangerous substances are brought to the Premises.

- Ensuring that there is no smoking, vaping, or use of drugs on the Premises or its curtilage.

- Ensuring that their attendees/guests/visitors are aware that the Premises are situated in a residential neighbourhood and should conduct themselves accordingly. Noise should be kept to a minimum, for example, taking care not to slam car doors or play loud music, especially late at night.

- Ensuring that their attendees/guests/visitors are aware that the Village Hall is not responsible for loss or misuse of personal items and equipment.

- Ensuring that, the Premises are not sub-let or used for any unlawful purpose, anything is done or brought to the Premises which may render the Village Hall insurance invalid.

- Ensuring that hired storage facilities (where applicable) are locked at the end of the hire period, do not contain any dangerous/flammable/illegal substances and are not damaged or misused in any way. The Village Hall accepts no responsibility for any stored equipment/items or other property brought to, or left at, the Premises. All damage or loss is hereby excluded.

- Ensuring that any equipment/belongings brought to the Premises, other than that stored on the Premises by agreement, is removed at the end of each hire period. The Village Hall may dispose of any

items that are not removed at its discretion, by sale or otherwise on such terms and conditions as are befitting. Storage fees and costs incurred in respect of disposal may be charged to the Hirer.

- Ensuring that no advertising posters or notices are displayed anywhere at the Premises without permission from the Village Hall.

5. Bookings

The Trustees of Bishop Middleham Village Hall, or the Administrator on behalf of the Trustees, retain the right to refuse a booking for whatever reason, particularly where there is concern over potential noise levels or other nuisance to neighbours.

Regular Hirers may book classes or sessions for a continued period in advance, as follows:

- Weekly – can be booked up to 3 months.
- Monthly – can be booked up to 12 months.

Sessions for children can be booked in accordance with school term times. Special events may also be reasonably booked in advance.

6. Cancellation by Hirer

Cancellation of a booking by the Hirer must be notified at least 24 hours in advance by emailing contact@bmvh.co.uk or sending a text message to. 0777 4037 426
Failure to comply with the above will result in the full charge being invoiced to the Hirer.
For Hirers paying in advance, the Village Hall will either negotiate an alternative date or reimburse 50% of the hire charge, providing the required 24 hours-notice has been given

7. Cancellation by the Village Hall

The Village Hall retains the right to cancel any booking that conflicts with an event organised by the Village Hall itself, or if any of the following apply:

- If the purpose of hire is in any way deemed to be improper.
- If the Premises is required as a Polling Station.
- If essential maintenance/building works need to be undertaken.
- Force majeure.
- Any other justifiable reason.

8. Payment Terms

For an individual/special event, payment in full is due at least 7 days in advance of the booking.

For a series of bookings, invoices are raised either during or at the end of the month, payment is due within 7 days from the end of the month.

Storage charges are invoiced monthly, payment is due within 7 days from the end of the month.

The Village Hall retains the right to cancel future bookings and terminate any contract/agreement with the Hirer where payment is not made in a timely manner.

In the event of non-payment, interest may be charged at the rate of 1.5% per month on the outstanding amount. Should further action be necessary, claim will also be made for legal and collection agency costs

9. Relevant Legislation

It is the responsibility of the Hirer to take all reasonable precautions to ensure that their activities are conducted in a safe and responsible manner.

The Hirer will ensure that they have all permits, consents, licences, permits, certificates, authorisations, and approvals, whether of a public or private nature, required by any authority or person(s) in respect of the event. This includes a licence issued by the Performing Rights Society and any copyright permission.

The Hirer will not apply for a Temporary Event Notice without the written permission of the Village Hall

CHECKLIST FOR HIRERS

Before admission to guests/attendees, please check:

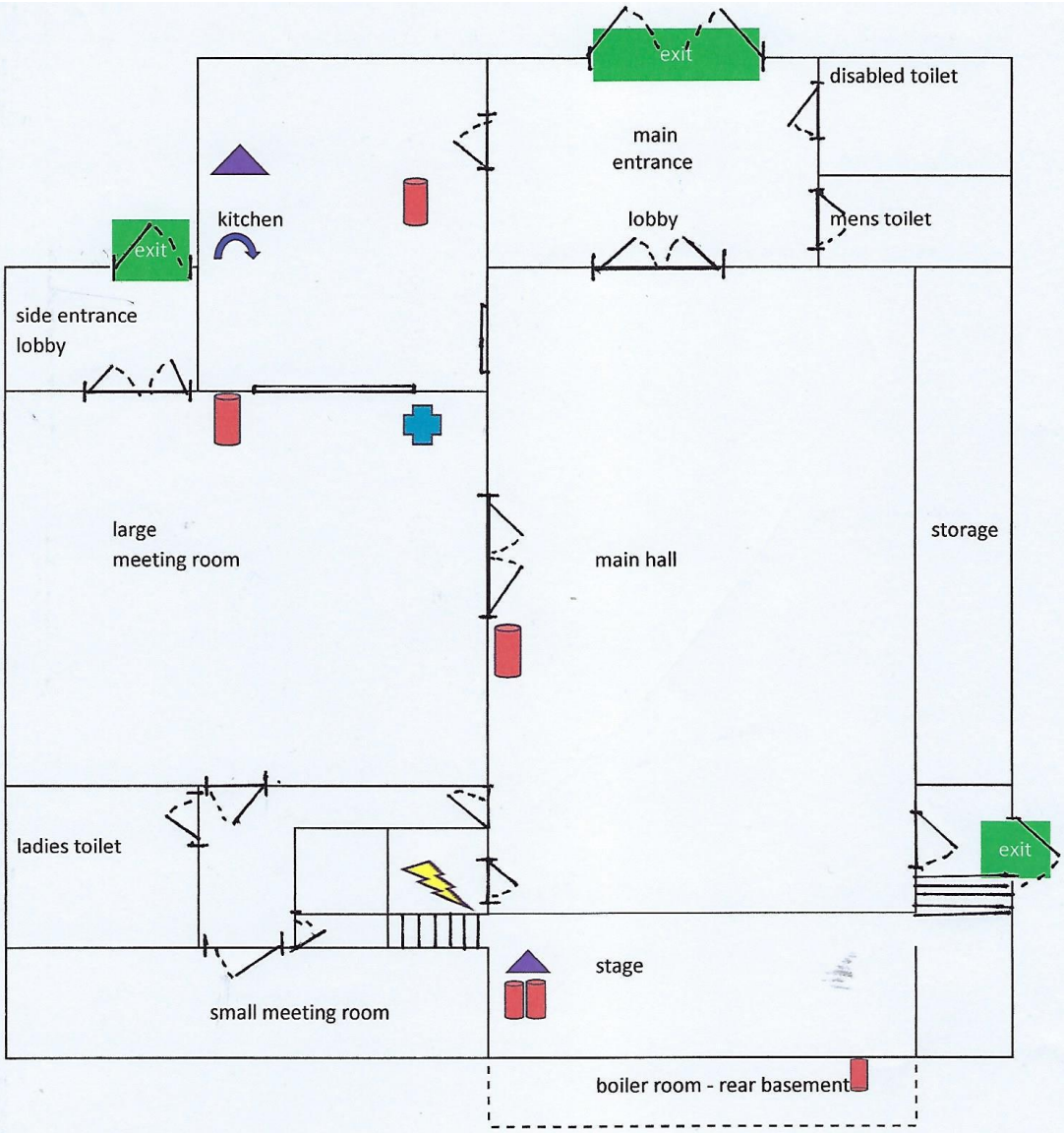
- All exit doors must be unlocked
- Escape routes are free from obstruction
- Any fire doors are closed and not wedged/propped open
- Fire-fighting equipment is in place and unobstructed
- There are no obvious fire hazards in, or near the building
- You have a working mobile telephone, in the event of a fire
- Special arrangements should be made and agreed for any attendee who is disabled and requires assistance in the event of evacuation

- At the end of the event:
- Empty any rubbish to the external bin
- Ensure nothing is smouldering, smoking or hot
- Check that electrical appliances are turned off and unplugged
- Check that taps are properly turned off
- Turn out all lights
- Close all internal doors
- Secure all external doors and windows

Thank You

This policy will be reviewed every 3 years.

Dated – 16th September 2026
To be reviewed every 3 years



BISHOP MIDDLEHAM VILLAGE HALL FLOOR PLAN

Emergency Exits –

Fire extinguisher –

Fire blanket –

Mains electricity switch –

Water stopcock (under kitchen sink) –

First-Aid box & Accident Book –