



Bookings - Terms & Conditions

Victoria Hall, Broseley, Shropshire.

Bookings

All individual and one-off bookings must be made with the Bookings Secretary.

Regular bookings can be booked online and confirmed by text/email with the Bookings Secretary

Bookings may be made up to a year in advance.

Set up and clearing-up time must be included in the booking and are charged at the same rate as the hire charge.

The maximum capacity of the Main Hall is 96 persons seated.

The hall is a non-smoking area, a smoking area is allocated outside the front of the hall.

Terms and conditions of hire

1. The Hirer **undertakes** to ensure they understand the Hire Conditions for the time being in force
2. The Hirer undertakes to **supervise** by being present, or arranging for sufficient competent representatives to be present throughout the hiring to ensure compliance with the provisions and stipulations contained in these conditions and any relevant licenses.
3. The Hirer shall be **responsible** during the period of hire for:
 - Ensuring the number of people using the premises does not exceed that permitted for those rooms under the Premises Licence for the purpose of the hire
 - Supervision of the use of the Premises and the case of its fabric and content
 - Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons
 - Ensuring that the Premises (including kitchen if used, and toilets) are left clean and tidy with rubbish removed at the end of the hire
 - Ensuring that the behaviour of all persons using the Premises, whatever their capacity, avoids obstruction of the highway or rear access road
 - Ensuring that no excessive noise occurs, particularly late at night or early morning with a minimum of noise at arrival and departure
 - Ensuring that no animals (including birds), except guide dogs are brought into the building without the written permission of the Committee on the occasion of a special event or hire agreed to beforehand
 - Ensuring NO animals enter the kitchen at any time
 - Ensure that any electrical appliances brought onto the premises for use have been PAT tested, certified safe, in good working order and used in a safe manner using Residual Current Circuit Breakers where appropriate.
 - Ensuring that no LPG appliances or highly flammable substances are brought onto the Premises.

4. Fire Regulations: The Hirer shall:
 - Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details are reported to the Vic Committee
 - Appoint a fire monitor to make a list of all persons present to be checked if the Premises must be evacuated
 - Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event. No persons may re-enter the Hall without the permission of the Fire Brigade. See separate Fire Safety Guidance.
5. Use of Premises: The Hirer shall not:
 - Sub-let or use the Premises for any purpose other than that described in the Booking Agreement
 - Use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
 - Do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
 - Allow the use of drugs on the Premises or allow smoking in the Building.
 - The Vic does not have a car park, cars may be parked at the back door briefly for unloading but must be moved as the space at the side of the hall is for emergency vehicles.
6. The Vic is a licensed premise. It has a collective license which means the Trustees are responsible for ensuring all licence regulations are met. A Trustee must be on site while the bar is in operation during a function. Only alcohol bought on site can be consumed on the premises. Alcohol must not be served to anyone under the age of 18.
7. Compliance with legislation relating to children or vulnerable adults: The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. Child Protection and Safeguarding Policies are the responsibility of the Hirer.
8. Compliance with other relevant legislation: The Hirer shall ensure that the users:
 - Do not contravene the law relating to gaming and lotteries
 - Comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises
 - A breach of this condition may lead to prosecution by the local authority.
9. Indemnity:
 - The Hirer shall indemnify and keep indemnified each of the Trustees of the Hall and their employees, volunteers, agents, and invitees against:
 - The cost of repair of any damage done to any part of the Premises including the exterior thereof or the contents of the Premises
 - Against all actions, claims and costs of proceedings arising from any breach of the Vic's conditions
 - All claims in respect of damages, including damage for the loss of property or injury to persons arising as a result of the use of the Premises (including the storage of equipment) by the Hirer. As directed by the Vic, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the Fixtures, fittings or contents and for the loss of contents.

10. Insurance: Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity).

11. Accidents and Dangerous Occurrences: The Hirer must report all accidents involving injury to the public to an authorised representative of the Vic as soon as possible, and complete the relevant section in the Accident Book. Any failure of equipment, either that belonging to the Vic, or brought in by the Hirer, must also be reported as soon as possible.

12. Stored equipment: The Vic accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period.

13. No alterations or additions may be made to the Premises. No fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of the Vic Chair or Committee. Any alteration, fixture or fitting, or attachment, so approved shall, at the discretion of the Vic, remain in the Premises at the end of the hiring and become the property of the Vic, or be removed by the Hirer. The Hirer must make good to the satisfaction of the Vic any damage caused to the Premises by such removal.

14. Cancellation by the Hirer: The Vic requires a minimum of two (2) weeks notice of cancellation.

15. Cancellation by the Vic: The Vic reserves the right to cancel a hiring by written notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary, Local Government election, bye-election, referendum or if the Vic reasonably consider that:

- Such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements
- Unlawful or unsuitable activities may take place at the Premises as a result of the hiring
- The Premises have become unfit for the use intended by the Hirer. In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Vic shall not be liable for any resulting direct or indirect loss or damages whatsoever.

16. If a Hirer wishes to 'hold' the venue in case of bad weather but may not use it if the weather is fine a deposit of £10 is required. If a booking comes in for that date the Vic reserves the right to cancel the deposit and take the booking.