

CLIPSTON VILLAGE HALL

Standard Terms and Conditions of Hire (updated February 2025)

1. Application - All applications for hire of the Hall must be in writing on the appropriate form (i.e the form on our online Booking System or a paper form downloaded from our webpage), completed and forwarded to the Bookings Officer for consideration. All Bookings will be handled in accordance with our Hiring of Premises Policy. Where an organisation is mentioned with the Hirer's name, that organisation shall also be considered the Hirer and shall be jointly or severally liable hereon with the person who signs the form. A Hirer cannot sub-hire the Hall to another person/organisation.

2. Hire and Hire charges - Will be as agreed by the Village Hall Management Committee and amended from time to time, details of which are shown on our Booking System and webpage. Unless otherwise agreed with the Bookings Officer, payment for a one-off hire must be made in advance. In the event of the cancellation of a one-off hire with less than one week's notice, any payment made may only be refunded only if the Hall can be re-booked. For Regular Users, payment should be made within 14 days of invoicing and late payment could lead to a penalty of 20% of the invoiced amount. Hire of the Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall has been hired, except to inspect the premises before an event by prior arrangement with the Bookings Officer.

3. Premises Licence (Licensing Act 2003) – This Act regulates the sale and supply of alcohol, and the provision of entertainment and late night refreshment. The Hall is licensed for a number of activities and the conditions associated with the Premises Licence are displayed in the Hall foyer and can be found in the 'documentation' section of the Booking System. The Hirer is deemed to have had notice of these conditions. The objectives of the Licensing Act being: prevention of crime and disorder; public safety; prevention of public nuisance; and the protection of children from harm. No alcohol can be sold or consumed on the Hall premises at an event unless permission is sought and obtained from the Bookings Officer at the time of booking. Where permission is granted to the Hirer to sell or consume alcohol at an event, the Hirer must take all necessary steps to ensure no offences are committed under the terms of Licensing Act 2003 during the period of the hire. This includes, but is not limited to, the illegal selling or supplying of alcohol to underage persons with the Hirer taking all necessary steps to confirm an individual's age. Failure to apply these rules could mean the hirer is refused permission to hire the Hall for subsequent events. All alcoholic drinks served in the Hall must be served in marked volume measured glasses, and full measures given, regardless of whether the alcohol is included in an entry ticket price, given by donation or sold by the glass. This rule applies at any events at which members of the general public are present and alcohol is served. The only time when it does not apply is when the Booking is for a Private Party or there is a User Group Club Event for members only. No event can be advertised stating the availability of alcoholic drinks, whether free or not, without prior permission of the Bookings Officer. It is the responsibility of the Hirer to comply fully with these conditions.

4. Damage - The Hirer is responsible for all damage to the fabric of the Hall and any furniture and equipment contained therein. The Hirer will be required to pay for making good any damage or loss. Prior damage to equipment and/or malfunctioning of equipment etc. must be brought to the attention of the Bookings Officer immediately. The Management Committee is not responsible for any loss or damage to Hirer's personal or other property brought to the Hall during the hire period.

5. Insurance - The Hall has Public Liability cover for individuals and/or groups hiring the Hall for private functions who have no public liability cover of their own. The cover is only

provided for non-commercial activities, which are for the benefit of the local community. Any business hirer should arrange their own insurance.

6. Capacity - The maximum number of people allowed at any event in the Hall (including performers and/or helpers) is 150 (unless that number is otherwise limited, in which case you will be advised of such).

7. Notices, Decorations and Equipment - No Hirer shall affix any fixtures, fittings, notices or decorations to any part of the Hall without permission. No flags, emblems or other decorations shall be displayed outside any part of the Hall without consent. In addition, no additional lights, light extensions or other electrical equipment shall be used without prior consent.

8. Hygiene, Cleanliness and Tidiness - Hirers intending to serve food or drink, even coffee and biscuits, should ensure that they maintain the correct level of cleanliness and hygiene as per the guidelines on the noticeboard. The Hirer shall leave the Hall in a clean and orderly state at the end of the session. All rubbish should be removed from the kitchen and washroom bins and placed in the wheelie bins at the front of the building. Refuse sacks are available to the Hirer and kept in the cupboard under the double sinks. Kitchen equipment, if used, must be left clean and dry and returned to their storage location. At the end of hire, chairs should be stacked (max 10 per stack), tables collapsed and stored away as directed by the Bookings Officer and/or notices on the walls. Hirers should provide their own tea towels, as required. Tablecloths are provided and, if soiled during use, should be washed and returned as soon as possible. Hirers found to be in breach of cleanliness standards will be required to pay a supplementary cleaning charge (currently £30). The Management Committee reserves the right to impose extra charges at any time. These charges may include the costs associated with, but not exclusively associated with, leaving energy usage equipment on or water running.

9. WiFi – A free WiFi service is provided at the Hall. Although we aim to offer the best WiFi service possible, we make no promise that the service will meet your requirements and cannot guarantee that it will be accessible and fault-free at all times. We are not responsible for any data, messages or pages that may be lost or misdirected due to interruptions or other issues with our WiFi service. If using the WiFi, you agree not to do so for the following purposes: disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws; transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice; making, transmitting or storing electronic copies of material protected by copyright without permission of the owner; or interfering with any other persons use or enjoyment of the WiFi service.

10. Hall's Environment Policy - Hirers are asked to respect the fact that the Hall is in a residential area and noise/ music volume should be kept to a respectable level and cease no later than 11pm. Any Hirer wishing to have a booking extending beyond this time must seek approval from the Booking Officer - approval is only likely to be given on special occasions. Hirers must ensure that attendees leaving the Hall at the end of any session have been informed that they are departing into a residential area and should keep any noise to an absolute minimum whilst outside the Hall and surrounding area. Parking in the village is limited and the Hirers are asked to ensure that attendees at their event do not block access to neighbouring properties.

11. Health and Safety Policy and Standards - It is the responsibility of the Hirer to ensure that all notices and instructions are followed, particularly the emergency and evacuation procedures and those relating to the safe operation of electrical equipment and appliances. The Management Committee operate a Health and Safety policy and carry out regular risk assessments to update their Health and Safety Standards. Hirers are required to adhere to

these Standards and all advisory signage displayed at the Hall. Hirers must make themselves aware of all the notices and instructions provided and should not operate any equipment or appliance if they are uncertain about how to do so safely and without causing damage. A First Aid box is available in the kitchen (on the shelf above the handwashing sink) and details of any accidents should be noted in the accident book along with details of any material(s) used from the First Aid supplies. A mains-wired fire alarm is in operation and fire extinguishers and blankets are provided. In the event of a fire of any kind, the fire brigade MUST be called by phoning emergency services.

12. Safeguarding – The Management Committee operate a Safeguarding Policy and all hires involving children, young people (under the age of 18) and/or vulnerable adults must agree to adopt this policy or else provide their own. The person or persons signing the Booking Form on behalf of an organisation shall be responsible for ensuring that any activities 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, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

13. Policies – the Hall's full suite of Policies are kept on file at the Hall (in the kitchen, on the shelf above the handwashing sink), they are provided in the 'documentation' section of our Booking System and also on our webpage. It is a condition of hire that users will adhere to all Policies and failure to do so may result in the hire being curtailed and future hires denied.

NO-SMOKING ZONE. Hirer shall comply with the 'prohibition of smoking in public places provisions' of the Health Act 2006 and associated Regulations and shall ensure that all attending their event comply also.

NO PUBLIC PHONE ON THE PREMISES. It is a condition that hirers have a mobile phone available for their event. This will significantly speed up response to an emergency. The nearest public phone is on the High Street by the post box.