



Failand Village Hall Terms and Conditions of Hire - Regular Hirers

Registered Charity Number 304540

We look forward to welcoming you to Failand Village Hall and hope your event is enjoyable and successful. These Terms and Conditions apply to all bookings. Please read them carefully and keep a copy for reference.

If you have any questions about the meaning of any clause, please contact the Bookings Coordinator on 07814 178937 (office hours preferred) or email failandvillagehall.booking@gmail.com.

1. Definitions

The Hall – Failand Village Hall and its grounds.

Hirer – The individual named on the Hiring Agreement, responsible for compliance with these Terms.

Bookings Coordinator – The person authorised by the Failand Village Hall Management Committee to manage bookings.

Committee – The Failand Village Hall Management Committee.

2. Eligibility and Responsibility

The Hirer must be over 21 years of age and must be present on the premises at all times when the public are present. The Hirer accepts full responsibility for:

- The behaviour and safety of all attendees
- The supervision and protection of the premises, contents, and fabric
- Ensuring compliance with all conditions in this Agreement

3. Supervision and Care of the Premises

The Hirer is responsible for:

- Preventing damage, however slight
- Ensuring safe and considerate use of the premises
- Proper supervision of car parking to avoid obstruction of the highway
- Paying for any damage or loss caused during the hire

4. Use of the Premises

The premises may only be used for the purpose stated in the Hiring Agreement. The Hirer must not:

- Sublet the premises
- Use the premises for unlawful or unsuitable purposes
- Bring anything onto the premises that may endanger users or invalidate insurance
- Allow alcohol to be consumed without written permission

5. Payments (Regular Hirers)

Booking Fee: **The booking fee must be paid within seven days of receiving the invoice** which will normally be in arrears of each individual booking.

Damage Deposit: **A rolling refundable £250 deposit** is payable at the beginning of your agreement to regularly use the Hall. This deposit will be returned when you cease to use the Hall, provided no damage, loss, or breach of conditions has occurred to the hall or grounds during your period of regular use. Any damage, loss, or breach of conditions will be discussed with you at the time it occurs.

Annual Review of Fees: All hire fees are reviewed annually by the Village Hall Committee. Any changes to fees will be communicated to regular hirers with a minimum of three months' notice before they take effect, normally from **1st January** each year.

6. Insurance and Liability

The Hirer is liable for:

- The cost of repairing any damage (accidental or malicious)
- Loss of contents
- Damage to the surrounding land

The Village Hall is insured only against claims arising from its own negligence.

7. Licensed Bar and Alcohol

- A staffed bar can be provided by arrangement.
- The bar closes at 10:30pm unless an extension to midnight has been agreed in advance.
- A responsible person aged 21+ must be present throughout any event involving alcohol or public entertainment.

The Hall is run entirely by volunteers, and we do not tolerate verbal or physical violence, aggression, intimidation, or abuse of any description. The Committee reserves the right for bar staff to close the bar and clear the Hall in the event of disorderly behavior.

8. Legal Compliance

The Hirer must ensure compliance with all relevant legislation, including:

- Licensing Act 2003
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Food hygiene regulations
- Electricity at Work Regulations 1989
- Fair Trading Laws
- RIDDOR 1995

This includes ensuring that only fit and proper persons with appropriate DBS checks supervise children.

9. Public Safety and Fire Regulations

The Hirer must follow all fire safety instructions, including:

- Calling the Fire Service to any fire, however slight

- Keeping escape routes clear
- Ensuring fire exits are unlocked
- Checking emergency lighting
- Ensuring fire doors are not wedged open

10. Noise Control

The Hirer must ensure minimal noise on arrival and departure and must comply with any noise limitation devices or licensing conditions.

11. Behaviour, Alcohol, and Drugs

The Hirer must prevent:

- Drunk or disorderly behaviour
- Excessive alcohol consumption
- Illegal drug use

Anyone behaving violently, disorderly, or under the influence of drugs or excessive alcohol must be removed from the premises.

The Hall is run entirely by volunteers. We do not tolerate verbal or physical violence, aggression, intimidation, or abuse of any description towards volunteers or other users. Anyone displaying such behavior will be required to leave immediately, and future bookings may be refused.

12. Health, Hygiene, and Food Safety

If preparing or serving food, the Hirer must comply with all food hygiene regulations.

13. Electrical Equipment

Any electrical appliances brought onto the premises must be safe, PAT-tested where appropriate, and used in accordance with regulations.

14. Stored Equipment

The Hall accepts no responsibility for stored equipment. Anything left behind may incur additional hire fees.

15. Smoking

Smoking is prohibited inside the premises. Cigarette ends must be disposed of responsibly outside.

16. Accidents and Dangerous Occurrences

All accidents must be reported to the Bookings Coordinator and recorded in the accident book. Certain incidents must be reported under RIDDOR.

17. Explosives, Flammables, and Decorations

The Hirer must **not** bring:

- Fireworks
- Highly flammable substances

- Combustible decorations without approval

Bonfires are only permitted with prior agreement.

18. Heating

No unauthorised heating appliances may be used. LPG heaters are prohibited.

19. Animals

No animals except guide dogs are permitted unless agreed in advance. No animals may enter the kitchen.

20. Fly Posting

Unauthorised advertising or fly posting is prohibited and may result in prosecution.

21. Sale of Goods

If selling goods, the Hirer must comply with Fair Trading Laws and clearly display prices.

22. Cancellation

By the Hirer: If the Hirer cancels and the Hall cannot secure a replacement booking, repayment of fees is at the Committee's discretion.

By the Hall: The Hall may cancel the booking if:

- Required as a Polling Station
- The event risks breaching licensing or legal requirements
- The premises become unfit for use
- The premises are needed in an emergency (e.g., flooding, fire, snowstorm)

In such cases, deposits will be refunded but the Hall is not liable for consequential loss.

23. End of Hire

The Hirer must leave the premises:

- Clean and tidy
- Locked and secured (unless instructed otherwise)
- With all furniture and equipment returned to original positions

Failure to do so may result in additional charges and or loss of deposit.

- Lost Property, if not claimed within one month, will be donated/disposed of appropriately.

24. Alterations

No alterations, fixtures, or decorations may be installed without written approval. Approved items may become the property of the Hall unless removed without damage.

25. No Rights of Tenancy

The Hiring Agreement grants permission to use the premises but does not create a tenancy or any right of occupation.