



# Gilberdyke War Memorial Hall

Registered Charity No. 525023

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## Gilberdyke War Memorial Hall Hire Policy

In this document the 'Hall' refers to Gilberdyke War Memorial Hall and associated premises and "committee" refers to the Gilberdyke War Memorial Hall Committee.

1. The contents of this schedule form part of the contract for hire with the Hall. All hirers must confirm that they have read and accept these details.
  2. The person hiring the Hall (the hirer) must be a **responsible adult** over the age of 21 years and present on the premises at all times whilst the Hall is under hire.
  3. Local authority and fire regulations set the **maximum seating capacities**:  
Large Hall and seating area - 100 seated or 200 standing.  
Small Hall - 30 seated or 100 standing
  4. The hirer will be granted **access** to the Hall between the times of hire. This will be a system-controlled period based on your hiring times.
  5. Monies are non-refundable if cancellation is within **28 days** prior to the booking/event date, or at the discretion of the Charity Management Committee.
  6. It is the hirer's responsibility to **set up** the Hall as required. Please ensure you have booked enough time for set up and cleaning.
  7. Any organisations hiring Hall facilities for holding activities involving **children or vulnerable adults** are confirming, by signing the booking form, that they have an appropriate safeguarding policy in place. For personal, non-commercial events e.g. parties where the parents of children or other responsible person is present the hirers should themselves be satisfied with safeguarding arrangements for anyone supplying services, eg, entertainment or transport. Individuals hiring a Hall for these activities for children/vulnerable adults will be made aware of this policy.
  8. The Hall will be hired in a **clean and orderly condition**. It is the responsibility of the hirer to leave the Hall as it was found, including returning tables and chairs to their original position, and the removal of any banners or balloons etc. There are a number of metal hooks on the walls for decorations. A deduction will be made from the bond if the Hall is left in an unclean or unreasonable condition, or the walls and paintwork are damaged by thumb tacks, sellotape, blue tack or other materials.
  9. A £40 **cleaning fee** to cover the cost of up to 2 hours cleaning the hired areas can be paid for with the booking. The hirer is still responsible for putting away tables, chairs etc. If the cleaning fee is waived, hirers need to leave the Hall as clean as they found it. Failure to leave the Hall in a clean condition while waiving the cleaning fee will forfeit some or all of the bond.
- If the cleaning fee has been paid, but the Hall has been left requiring extra (deep) cleaning, the committee reserves to retain additional cleaning costs from the damage bond to cover the extra cleaning costs.
10. A £40 **damage bond** (£100 if bar is required) is associated with each booking. Bonds will be returned provided that there is no damage, lights and heating were turned off, external doors were locked, and the Hall is left in a clean condition unless cleaning was paid for with the booking fee.

11. **Regulations:** Hirers are expected to comply with the relevant regulations:-

A. Drinks licence – the Hall is regulated by a premises licence. No hirer can sell or supply any alcoholic beverage whilst on the premises, including the field and car park, without the written consent of the premises supervisor. **The staff all work voluntarily and have the right to refuse service to those who appear to be under-age, intoxicated or abusive.** The Hall will, at its discretion, provide a bar subject to the conditions in the booking form. All licensing restrictions must be adhered to.

B. **Fire regulations** must be followed at all times, all exits must be kept clear, inside and outside. Fire extinguishers are placed around the Hall.

C. Electrical: the hire includes electricity and central heating, but the committee reserves the right to make additional charges if there is excessive use of either. It is the hirer's responsibility to ensure that any electrical equipment owned or provided by them which is used in the Hall is in proper working order. The repair costs of any damage caused to the Halls electrical system by defective equipment will be charged to the hirer.

12. **Responsibilities:** The hirer will be legally responsible and liable for the actions of all persons on the premises during the period of hire. The trustees cannot insure or indemnify hirers against legal action arising from incidents taking place during the period of hire.

The committee DOES NOT accept any responsibility for:

- Any loss or damage to users property which may occur in the Hall.
- Activities in the Hall. Hirers should consider arranging their own insurance.
- Any loss or damage arising from the parking of vehicles in the Hall car park. Cars may not be parked or driven on the field without prior permission.

13. **Noise Control:** Hirers must ensure that noise levels are kept to a reasonable level, particularly during evening and nighttime events. In accordance with UK noise regulations, all amplified music and loud activities must cease by 12:00 AM. Hirers are responsible for ensuring that guests leave the premises quietly to avoid disturbing local residents. Failure to comply may result in the forfeiture of the damage bond and/or refusal of future bookings.

The committee may vary the terms and conditions of the booking at any time. Such changes will be notified in writing to the hirer.

The committee reserves the right to cancel due to circumstances beyond their control, such as being required as a polling station. In such cases the hirer can reschedule or request a refund of any monies already paid.

AJ Mullarkey,  
Charity Administrator  
Gilberdyke War Memorial Hall