



GREAT SUTTON
VILLAGE HALL
ASSOCIATION

Terms and Conditions for Hire of Hall

1. EXPLANATION OF TERMS USED

'PREMISES'	:	Includes all the buildings, grounds, car parks or other facilities.
'MANAGER'	:	Any Committee member or volunteer acting upon their behalf in charge of premises.
'USER'	:	Any person using the premises whether as a participant or spectator and whether or not a charge has been paid for entry or use of the facilities.
'HIRER'	:	Person or persons hiring the premises.
'BOOKING PERIOD'	:	The times of any day reserved for the Hirer.

Hirers Responsibilities

1. CLEANING REQUIREMENTS

- 1.1 The Village Hall will be professionally cleaned on Sunday evening or first thing Monday and again on Wednesday evening or Thursday morning. The hirer is responsible to provide appropriate sanitiser and cleaning materials to cleanse after their hire and to wipe down all tables and chairs used at the end of the hire period for the next users. As well as removing all excess rubbish to the outside skip and cleaning any floor spills.
- 1.2 Kitchen facilities can be used but all hirers must be prepared to clean down the kitchen after use using their own cleaning equipment. Any utensils etc. must be provided by the hirer as well as tea towels and washing up liquid.

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2. BOOKING APPLICATION

- 2.1 All applications to hire the premises must be submitted on the appropriate application form to confirm the booking.
- 2.2 A booking is not confirmed until the Manager/Booking Secretary has confirmed the booking.
- 2.3 The hirer will provide the Village Hall with full details of the hiring including the name and contact details of the hirer.
- 2.4 No person under the age of 18 years may hire the premises.

3. USE OF THE PREMISES

- 3.1 The premises shall not be used for any purpose other than that identified in the confirmation of booking. The Village Hall reserves the right to cancel any booking if it appears that the Hirer has made a material omission or material miss-statement on the booking form.
- 3.2 No hirer shall levy any charge in connection with any booking without prior consent of the Manager.
- 3.3 The hirer will not sub-let or sub-hire the premises or any part of it.
- 3.4 The onsite centre toilets are for the use of the hirer.
- 3.5 It is the responsibility of the Hirer to ensure that the 'Conditions of Hire' for the hall are understood and adhered to by all persons using the Hall during the hire period.
The 'Conditions of Hire' are permanently displayed in the foyer.
- 3.6 No liability will be accepted by the Village Hall Committee for any injury or loss outside of our control however caused. Hirers are urged to arrange adequate insurance cover. (See section 14 for further details)
- 3.7 No excisable liquor should be sold or dispensed in the Village Hall unless a Licensee is present and a temporary Licence applied for and granted. There will be an additional cost of £30.00 for the application and administration of a Licence. If alcoholic drink is to be sold, the hirer must be responsible for ensuring that NO alcohol is sold to or consumed by any person under the age of eighteen. (See Section 19 for further details)
- 3.8 If the Hirer wishes to bring their own alcohol onto the premises for consumption and not sold on the premises, a temporary licence is not required but the Committee must be informed of this and the hirer will be fully responsible for safe use of the alcohol.
- 3.9 Any Hirer who hires the Hall regularly and whose activities involve children and young people will be required to operate a recognised Child Protection Policy based on the Home Office Code of Practice 'Safe from Harm'.
- 3.10 If any problems occur during your event, the Hirer must contact the **Designated Premises Supervisor on 07864518162**

4. BOOKING PERIOD

- 4.1 The premises must not be used for a longer time than the booking period. The Manager will make an additional charge for any excess period.
- 4.2 The booking period must include the time required for the activity, ½ hour before and ½ hour after the booking is added free of charge to

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allow to erect and dismantle anything used in the hall. Any additional time required needs to be paid for.

5. PAYMENT ARRANGEMENTS

- 5.1 The Hire charge will be that applicable at the date of hire in accordance with the current tariff.
- 5.2 A deposit of £50.00 is required with each application for the booking of the Hall. The deposit will be returned providing the premises are left clean and tidy and in good order. Failure to leave the premises in a suitable condition will result in the full amount of Deposit not being refunded to cover the costs of additional cleaning services.
- 5.3 **FULL PAYMENT MUST BE TENDERED BEFORE OR ON THE DAY OF EVENT AND CHEQUES/BACS PAYMENTS MUST BE CLEARED BY OUR BANKING SYSTEM.**
- 5.4 A signed copy of the Booking Form should be sent with the deposit (where applicable) to the Booking Secretary.
- 5.5 Cheques should be made payable to Great Sutton Village Hall.

6. NOISE

- 6.1 The Hall is in a residential area, so music and noise must be kept down to a reasonable level and not disturb the local residents.
- 6.2 The premises must be vacated and all noise cease by midnight.

7. ADMISSION

- 7.1 All persons admitted to the premises must comply with all reasonable instructions by the Manager.
- 7.2 The Manager has the right to refuse admission to the premises.
- 7.3 The Manager has the right to require any person to leave the premises without making a refund.

8. HALL EQUIPMENT

- 8.1 All hirers are asked to leave all chairs and tables on the trolleys provided, except for the round tables which will be permanently set up towards the kitchen end of the hall any extra chairs and tables used must be re-stored as found.
- 8.2 Where any decorations are used no nail or similar fastenings shall be put into any walls, floor, partition, pillar, fitting or furniture or in any other part of the building. Hirers must only use blue-tac or any non-marking adhesive for posters etc., on all walls.
- 8.3 All breakages are to be reported and a charge will be made for their replacement.
- 8.4 Any faults must be reported to the Hall Representative at the end of the hire period.

9. ADVERTISING

- 9.1 No advertisements, bills, posters or placards shall be put up without the agreement of the Manager, either inside or outside the building, other than upon such board as may be provided by the Village Hall.

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- 9.2 The Manager has the right to refuse to display any poster which is not considered suitable.
- 9.3 The hirer must not advertise or publicly announce any event is to take place at the premises until the booking has been confirmed in writing by the Manager.

10. SAFETY

- 10.1 The hirer shall keep every corridor, passage, entrance and exit connected with the premises clear of obstruction and ready for use in an emergency. In all cases the premises must be used in accordance with a plan approved by the Manager.
- 10.2 For Long term hirers the named key holder(s) will be responsible for the safety of the centre & keys and must not transfer the key to anyone else without prior approval from the centre manager.
- 10.3 If directed by the Manager, the Hirer shall employ sufficient stewards to maintain good order during the hiring and shall expel any person acting in a disorderly manner.
- 10.4 The hirer is responsible for the health and safety of all persons attending their event. Long term hirers must complete a full risk assessment of their event and provide a copy to the centre manager.
- 10.5 All Long-Term hirers will be given important information regarding their use of the centre. The hirer must familiarise him/herself with the user manual kept on site as it contains the following important information;
- Fire & emergency procedures
 - Shut down point locations for gas, electric and water
 - Bomb threat procedures
 - Accident, incident and complaint reporting forms and procedures
 - Lone working risk assessment
 - Activity / event risk assessment blank form for hirers use
 - Location of nearest telephone
 - Names and contact details of key holder(s)

11. CAPACITY

- 11.1 Under no circumstances must the capacity of any individual area or the whole premises be exceeded. The Manager will advise on the permitted numbers that may be accommodated.
They shall not exceed –
Standing – 500
Seated in Rows – 350
Seated at Tables - 185

12. REFUSAL OR CANCELLATION

- 12.1 The Manager has the right to refuse any application for booking.
- 12.2 The Manager has the right to cancel or terminate any booking due to any act of God, war, strike, industrial action, fire, flood, tempest, national or local emergency, or any other act beyond the reasonable control of the Village Hall.

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- 12.3 All monies paid to the Hall in respect of a booking cancelled by the Village Hall will be refunded.
- 12.4 The village Hall will not be liable for loss of profit, loss of goodwill or any indirect or consequential loss resulting from such cancellation.
- 12.5 The Manager has the right to cancel or terminate any booking as a result of breach of any of these conditions of hire. The hirer shall remain liable for the charges due for the hired periods, but without prejudice to any claim that the Village Hall may have against him arising out of such breach.
- 12.6 The Manager may cancel a booking(s) to accommodate special events or one-off bookings. Sufficient notice will be given to the hirer which will usually be a minimum of 2 weeks.

13. BOOKING CANCELLATION REQUIREMENT.

- 13.1 Block Booking - notification of any cancellation must be given to the Manager at least 7 days prior to the event date.
- 13.2 One-off bookings - notification of cancellation must be given to the Manager at least two weeks prior to the event. Failure to notify will result in you being charged for the booking.

14. LIABILITY FOR DAMAGE/INJURY

- 14.1 The hirer shall be liable for all loss, damage or injury, however caused other than by the negligence of the Village Hall or its officers or servants, during the period of hire, to the building or any article or thing belonging to the Village Hall the full amount necessary to repair or, if necessary, to replace the same and also any contingent loss the Village Hall may sustain through their inability to let the building during the time necessary to make good the loss, damage or injury.
- 14.2 The Hirer shall also indemnify the Village Hall against all claims for damage or injury caused, other than by the negligence of the Village Hall or its officers or servants, during the period of hire, to third persons or the property of third persons. The hirer is advised to take out his/her own insurance to provide the requisite cover where required.
- 14.3 The Village Hall has the right to recover any monies used for restoring that part of the Centre used for the hire to a good state of repair/cleanliness.
- 14.4 The Village Hall will not be responsible for loss or damage caused to or suffered by the Hirer on account of any failure of lighting, heating or other equipment of the premises and no compensation will be paid.
- 14.5 Public Liability Insurance: It is the hirer's responsibility to ensure they have their own public liability insurance with a minimum indemnity of £5 million. Attendees of events/activities organised by the hirer are not covered by Great Sutton Village Hall insurance for any incidents occurring as a result of the hirer's negligence.

15. INFLATABLE EQUIPMENT

- 15.1 it is the responsibility of the hirer that inflatable equipment is used in accordance with the guidelines and conditions of hire. Great Sutton Village Hall can accept no liability for injuries sustained or any other

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loss, howsoever caused, in the absence of the negligence of the Village Hall or its employees.

- 15.2 As the equipment will be in the hirer's possession and control whilst in use any liability for injuries or other losses caused rests with the hirer. Accordingly, it is strongly recommended that the hirer has adequate public liability insurance covering his or her liability arising from the use of the inflatable.

16. CHARGES

- 16.1 The charges for the hiring or other services are those current at the time the event is held.
- 16.2 The Village Hall reserves the right to vary the cost of the hiring should there be any rates, taxes, assessments, duty imposition or charge imposed on the letting subsequent to confirmation of the booking.
- 16.3 The Village Hall will require payment in advance of a deposit. If the fee is not paid at the agreed time the village Hall will cancel the booking and any future bookings.
- 16.4 For regular (block) bookings the Village Hall may, after consulting with the hirer, agree payment in arrears. The hirer should discuss this option with the Centre Manager. If agreed then invoices must be paid within 28 days.

17. DAMAGE TO OR LOSS OF PROPERTY

- 17.1 The Village Hall does not accept responsibility or liability for any damage to, or loss of, any property or articles or things whatsoever, placed or left in the premises or any part thereof, by a user however such loss or damage may be caused or sustained.
- 17.2 **The Village Hall has the right to recover any monies for replacing or repairing equipment belonging to the Centre used by the hirer during the hire and damaged by the hirer.**

18. SALE OF ARTICLES FOR PRIVATE AND COMMERCIAL GAIN

- 18.1 There shall be no sale of articles for private or commercial gain unless the hirer shall have first obtained the express consent, in writing, of the Manager and then only on payment of such additional charge as may be prescribed.

19. ALCOHOL

- 19.1 Hirers and persons attending functions are not permitted to bring their own alcohol into the premises without the prior approval of the Manager. With approval persons attending an event may bring their own alcohol for consumption by themselves only.
- 19.2 Any person under the influence of excessive alcohol shall not be permitted to enter or remain upon the premises, and the hirer shall not permit any drunkenness or any disorderly conduct to take place in the building.
- 19.3 Where bottles of liquor are offered as raffle or tombola prizes, these must not be opened or consumed on the premises.

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- 19.4 Alcohol must not be sold on the premises without a License being in force for the date and time of sale and the Licensee being present at all times.

20. GAMING AND GAMBLING

- 20.1 No sweepstake, tombola or lottery is permitted on the premises without the prior consent of the Manager. All such activities must be conducted in accordance with the relevant statutory provisions.
- 20.2 Any person using the premises will not play unlawful games or permit gaming on the premises.

21. PERFORMING RIGHTS

- 21.1 The Village Hall has a general license in respect of the performance of musical works in which copyright exists and which are controlled by the Performing Right Society Limited. The Hirer shall deliver to the Manager on request a list of all hire performances of musical works proposed by or on behalf of the hirer, stating the name of the composer of such works.
- 21.2 The hirer shall not use the building or any part thereof for the performance in public of any dramatic or musical work, or for the delivery in public of any lecture in which copyright exists or, so use the building as to infringe any copyright.
- 21.3 The hirer shall indemnify the Village Hall against all sums of money which the Village Hall may have to pay by any reason of any infringement of copyright occurred during the period of hire covered by the agreement.
- 21.4 The Hirer shall provide to the Manager, within 14 days of a concert taking place, with a completed PRS form (see www.PPLPRS.co.uk), relevant programme and total number of box office receipts relating to the concert.

22. RECORDED MUSIC

- 22.1 The hirer shall not perform or cause or make to be performed in public in any part of the building any copyright music without the permission of the owners of the copyright.
- 22.2 The attention of Hirers is drawn to the fact that a Licence from Phonographic Performance Limited is required before any records, CDs, tapes or other recorded material can be played, used or performed or permitted to be played, used or performed in public. Enquiries to Phonographic Performance Limited, 1 Upper James Street, London, W1F 9DE.

23. VIDEO, PHOTOGRAPHY, BROADCASTING

- 23.1 No photography, video, filming, television or broadcasts are allowed except with the prior consent of the Manager.

24. ELECTRICAL EQUIPMENT

- 24.1 The hirer shall seek approval from the manager before any extra lighting or other electrical equipment may be brought onto the premises.

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24.2 The hirer shall ensure that any electrical equipment brought into the premises has a valid Portable Appliance (PAT) Certificate. Appliances without a valid certificate may not be used on the premises.

25. THEATRICAL, MUSICAL AND OTHER PERFORMANCES

- 25.1 In the event of the premises being required for the presentation of a play, concert, dance or other live performance, the hirer shall conform to all conditions of the Premises License. These conditions may be inspected upon application to the Manager.
- 25.2 Proposed staging and technical details, including sound and lighting requests, use of naked lights, use of stage effects such as pyrotechnics and smoke, must be forwarded at least 6 weeks prior to the date of the booking, for assessment by the Manager, who may require a full, written Method Statement or Risk Assessment.
- 25.3 The Manager may refuse to allow to be brought onto the premises any article or appliance that may be dangerous or offensive.
- 25.4 No inflammable material shall be used for scenery or costumes or during performances or for decoration of the premises, without the consent of the Manager.

26. PRIVACY NOTICE CENTRE BOOKINGS

- **Who Will Own My Data Once I Submit It?**
Great Sutton Village Hall Association
- **Why Do You Need My Information?**
We need your information to process your venue booking by sending you confirmation of your hiring of the Village Hall and to send you invoices to enable you to pay for the hire.
- **What Allows You To Use My Information?**
We require this information in order to fulfil a contract we make with you at the time of booking. Any information you provide will not be used than any purpose other than the processing of your booking.
- **Who Will My Information Be Shared With?**
Your information will be shared with the Committee in order to allow them to process your hire agreement. Where you give permission for your event to be publicised by Great Sutton Village Hall we may publish details of your contact information but only if you request us to do so.
- **Do I Have To Provide This Information And What Will Happen If I Don't?**
If you wish to make a booking we require your information in order to make your reservation and to further administer any payment or administration. Without this information we will be unable to process your booking and we will be unable to take your reservation.
- **How Long Will You Keep This Data For And Why?**
We may need to use your data to communicate with you regarding your hire details, the data will be retained until your booking has been completed.

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- **How Will My Information Be Stored?**

If you provide details of your personal email address and home address this information will be securely stored on private computer system.

- **What Rights Do I Have When It Comes To My Data**

Under data protection legislation you have the right to request access to the information that we hold about you.

To request a copy of your data or ask questions about how it is used, or to make a complaint. Contact the Village Hall team by email or post.

- Email: info@GsuttonSVH.co.uk
- By post: Great Sutton Village Hall, 3 Old Chester Road, Great Sutton, CH66 3NZ

You have the right to cancel your booking in line with the booking terms and conditions. When a booking is cancelled we will no longer use the information you have provided and will delete it.

In certain circumstances, under data protection legislation, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified, blocked, erased or destroyed
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

For further details of your rights please read the Guide to individual rights ' on the Information Commissioner's Office website.

- Website: <https://ico.org.uk/>
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60

- **Will This Information Be Used To Take Automated Decisions About Me?**

No

- **Will My Data Be Transferred Abroad and Why?**

No

Signed as read:-----

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