

Little Eaton Village Hall

User Terms and Conditions

May 2024

The agreement is suitable for both one-off and block bookings. It is an agreement between the village hall management committee and the person or organisation hiring the premises.

There are some differences in the terms and conditions relating to one-off use and regular bookings (see below)

One-off bookings may be made 12 months in advance.

At present the committee does not place any restriction on how far in advance regular users can book but may wish to review this in the future.

Hire rates will be reviewed every year and are likely to rise each April. One-off events that have been booked before a price rise but take place after it will not be subject to an increase. However, regular users can expect to have to pay an increased rate for such bookings.

The committee will try and keep rate rises to a minimum but have a legal duty to ensure that hall remains viable. It will give as much notice as possible to regular users regarding rate rises.

Little Eaton Village Hall is principally a facility for the benefit of the parishioners of Little Eaton. To this end, the committee has decided that hire rates for local residents will be lower.

The booking clerk can assist with queries and can arrange a viewing if required. Enquiries should be made to: bookings@littleeatonvillagehall.com.

Hire Rates:

<https://hallbookingonline.com/littleeaton/documents/two.pdf?149318>

Part One - Bookings and Payments

1. Hirers must be 18 or over.
2. All bookings will be made on the online system by users themselves (assistance from the booking clerk is available if required).
3. For one-off use, bookings will be classed as 'provisional' until payment is made. The booking clerk will confirm the cost with users, and they will then have 10 days to pay, otherwise the booking will be removed from the system.
4. Regular User Criteria:
 - 4.1. Users will only be able to take advantage of the regular user when 12 or more bookings are made across a 12-month period. Where the criteria are not met, but the rate has already been agreed, this will be honoured.
 - 4.2. Where a user makes additional bookings increasing their total beyond the 12, those additional bookings will be charged at the discounted rate.
5. Regular users will be invoiced monthly (per calendar month) and will be required to pay within 2 weeks.
6. Where a party or concert is booked and alcohol is to be consumed, a returnable bond of £250 is required. Dependent on the nature of the activity and a review of individual circumstances, the Little Eaton Village Hall Committee may require a bond to be paid for events not covered by these criteria. The bond needs to be transferred in a separate BACS payment and will be returned to the user by the treasurer after the event, assuming no damage has occurred, or additional cleaning has been required. The bond payment is required 4 weeks before the event.
7. Users wishing to change their booking dates will need to contact the booking clerk.
8. For one-off users, cancellations need to be made a minimum of 4 weeks before the event, otherwise payment will not be refunded (apart from exceptional circumstances – at the discretion of the Village Hall Committee)
9. For regular users, cancellations will need to be made a minimum of 2 weeks before the event, otherwise they will still be invoiced for the session (apart from exceptional circumstances – at the discretion of the Village Hall Committee)

Part Two - User Responsibilities

1. To ensure that their booking slots allow for adequate time to set up and clear up.
2. To ensure no that no glitter is used and that any confetti used is biodegradable.
3. To ensure that there is no use of smoke machines.

4. To arrange public liability insurance and be able to evidence this.
5. To carry out risk assessments where appropriate.
6. To ensure that DBS clearance is in place where appropriate (Refer to childcare act 2006).
7. To keep noise to a minimum when entering and leaving the premises.
8. To ensure that parking doesn't restrict nearby roads and that emergency vehicles have full access.
9. To ensure that the hall is left clean and tidy.
10. To supervise the event, including the appropriate consumption of alcohol.
11. To keep external doors closed if loud music is being played.
12. To accept liability and make financial reparation for any damage to the hall or equipment occurring during their event.
13. To use the hall for the purpose for which it was booked and not sub-let it.
14. To ensure that there is no contravention of the law relating to gaming, betting and lotteries and the consumption of alcohol.
15. To ensure that the hall is not used for any unlawful purposes or activities which will render its insurance invalid.
16. To report any faults, damage or issues to the caretaker or booking clerk
17. To ensure that if food is served, that preparation and service meet required health and hygiene standards.

Part Three – Village Hall Committee Responsibilities

1. To provide information about the facilities and arrange a viewing if requested.
2. For one-off use, to arrange for a caretaker to open the hall and to lock it up after the event (there is an additional charge for this - see rates).
3. To provide a key to regular users (at cost).
4. To ensure that equipment in the hall is working properly.
5. To ensure that the hall is clean and ready for use.

6. To ensure that the hall is adequately maintained, and that fire and security systems are in working order.
7. To ensure that consumables are adequately stocked.
8. To provide basic cleaning materials for after-event clean up.
9. To maintain appropriate insurance.
10. To maintain relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL).

Part Four - Health and Safety

Village Hall Committee responsibilities

- a) To have a fire evacuation plan in place.
- b) To ensure that the evacuation plan and other key health and safety information and requirements are available to the hirer.
- c) To ensure that fire exits and panic bolts are in good working order.
- d) To ensure that First Aid boxes are available and that the contents are in date.

Hirer responsibilities

- a) To be aware of the evacuation plan.
- b) To be aware of the location of first aid boxes.
- c) To keep fire doors and escape routes clear.
- d) To ensure that there are no obvious fire hazards present during their event.
- e) To ensure that there is no interference with the fire alarm or security systems.
- f) To record any accidents/incidents in the incident book and report them to the booking clerk or caretaker.

