

Mileham Village Hall (Registered Charity 304011)

Terms and Conditions of Hire v1.6

For the purposes of this document, the use of the word Committee means the Mileham Village Hall Management Committee. The term Hirer means the person who has created a booking using our on-line booking system, or who has requested a booking via the Booking Administrator. All Hirers must be aged 18 years or over.

The Hirer is responsible for ensuring that, for the duration of the booking, the hall and its associated premises will be used solely for the purpose stated. The estimated number of people who will be attending the event must be included on the booking and this number must not exceed 95 (or 90 if seated at tables). Sub letting is not permitted. Under no circumstances may the hall be used for any unlawful or disreputable purposes.

Mileham Village Hall holds a Premises Licence. Details of how to access this licence may be found in the 'About our hall' section of the Booking System. Bookings will not be accepted for any form of entertainment, or alcohol provision, not permitted under this licence, unless the Hirer obtains a Temporary Events Notice (TEN). If the Hirer is not certain that their planned event is covered by our Premises Licence then they should check with the Booking Administrator before attempting to make a booking or applying for a TEN. If a TEN is required, then a copy of the TEN must be provided to the Booking Administrator before the booking can be approved. Hirers must comply with all legalities surrounding the TEN.

Whilst the Mileham Village Hall public liability insurance covers Hirers for most eventualities, the Hirer must check the Hirers' Public Liability Summary of Cover and the Hirers' Public Liability Extension documents on the Booking System to ensure that their event is properly covered. If it is not, then the Hirer must first check with the Booking Administrator whether the booking is still acceptable to the Committee. In these circumstances, if the booking is allowed to proceed then one of the associated conditions will be that the Hirer will need to arrange and provide proof of any additional cover required at their own expense.

Under the provisions of the 'Special Requirements' sections of the above mentioned insurance documents, certain items and activities, such as bouncy castles and face painting, have special conditions attached to them. The Hirer must check the full list of 'Special Requirements' and ensure that they can fully comply with them before proceeding with their booking. The Booking Administrator must be informed that the Hirer proposes to hold an event which will feature 'Special Requirements' and the steps that they have taken to ensure compliance.

Hirers are responsible for ensuring that any item or piece of equipment that they bring or arrange to have brought into the hall is safe, legal and fit for purpose. All Hirers should fully comply with the Village Hall policies to ensure all such items are properly checked and used safely. The Village Hall Committee bears no responsibility for any items not provided as part of the hall inventory and where any such items are provided, it is the Hirer's responsibility to ensure they are used safely.

The Committee reserves the right to refuse any booking if, in the opinion of the Booking Administrator, it is not suitable for our Village Hall, particularly given our focus on family entertainment and/or the need to ensure that no undue disturbance is suffered by near neighbours of the premises.

The Hirer is also responsible for ensuring that all reasonable care is taken by users of the hall and associated premises/car park to ensure that no damage or loss occurs. In the event of any damage or loss the Hirer agrees to fully reimburse the Committee for the cost of any repair, replacement and/or loss of income.

The Hirer will ensure that for any event where food is prepared or served all relevant food and hygiene legislation is adhered to.

The Hirer shall ensure that any activities for children or vulnerable adults comply with relevant legislation and that only fit and proper persons have access to the children/vulnerable adults. This will include where necessary ensuring that valid Disclosure and Barring Service certificates are in place and the Hirer taking full responsibility for anyone that they may engage, or expect to look after or interact with children/vulnerable adults.

It is recognised that private children's parties may fall outside of specific legislative requirements but the Hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults (preferably the parents or nominated guardians of the children concerned) are in place. It is important to ensure that the level and type of supervision is appropriate to the age group and abilities of the children. The NSPCC Fact Sheet 'Recommended Adult to Child Ratios When Supervising Children' offers further guidance.

Children are not allowed in the hall unaccompanied and under no circumstances may a child under the age of twelve enter the kitchen area, storage rooms or shed.

The Hirer bears full responsibility for fire safety throughout the duration of the hire, and must ensure that all users/customers are made aware of the safety precautions, including how to use the thumb locks on the main doors. The Hirer will ensure that before the start of any event they have thoroughly familiarised themselves and any attendees with the layout of the village hall and the escape routes indicated by the green 'running man' signs. These routes must be kept free of obstruction and under no circumstances may the exit signs or emergency lighting be obscured or turned off. The Hirer must be familiar with the location of all fire extinguishers and the contents of the Fire Action Notices located at various points throughout the building which inform users of what to do in the event of a fire. In the event of a fire where the hall needs to be evacuated, the Hirer is responsible for ensuring the safe evacuation of all people present to the far end of the car park. Should the Fire Service be called out, the Hirer is also responsible for liaising with both the Fire Service and the Committee to ensure the safety of all.

Any electrical equipment provided or arranged by the Hirer (e.g. sound systems) must have been suitably tested by a competent person and certified as safe. Unauthorised heating appliances or highly flammable substances are strictly forbidden.

Smoking/vaping is not permitted anywhere in Mileham Village Hall and the Hirer must ensure that this prohibition is strictly enforced. Anyone smoking outside the building must use the wall bin provided.

A First Aid kit is located in the kitchen area and the Hirer will ensure that it is fully accessible throughout the duration of the booking. A member of the Committee must be informed if any First Aid supplies are used so that they can be promptly replenished. The Accident Book (kept in the hall kitchen) must also be completed for all accidents/incidents, whether or not First Aid supplies are used, and the Committee must be notified that an entry has been made.

Doors and windows must be controlled to ensure that undue noise does not escape from the building. The Hirer will also ensure that users do not make any excessive noise outside of the building and that, at the completion of the event, users leave quietly with due consideration for local residents.

Unless previously agreed as part of the booking process, with the exception of trained assistance dogs, animals are not allowed in the hall.

At the end of the event, the hall must be left clean and tidy and all rubbish removed from the site, as detailed on the Hall Checklist, displayed in the hall foyer and in the kitchen. The Committee reserve the right to charge maintenance and/or security deposits at the discretion of the Booking Administrator, which will be notified to the Hirer at the time of booking.

With the exception of emergency lighting, all lights must be switched off, all taps turned off, the hot water set to 'off' and the heating left set to 'auto'. The Hirer must ensure that both of the main entrance doors are locked and that the alarm is set at the end of the hire period.

Hirers are reminded that parking at the hall is limited. For events likely to attract large number of car users, Hirers should nominate a Parking Marshall to ensure that cars parked outside the hall are parked safely and considerately and therefore do not further obstruct the already limited view of drivers leaving the hall car park.

The Committee requires that all Hirers comply with any policies it may have in place at the time of use. This includes any policies relating to the protection of children and vulnerable adults, health and safety requirements and equal opportunities. Any such policies will be available under the 'Documents' section of the Online Booking System. Paper copies are available on request.

Hirers who have any concerns about the village hall and its safe operation, no matter how minor, are required to immediately alert a member of the Committee.

Cancellation

If the Hirer wishes to cancel the booking then the Committee will refund in full any maintenance/security deposit, if one has been requested. However, if the Committee is unable to arrange a replacement booking, then any refund/charging of the hiring fee shall be at the discretion of the Committee.

The Committee reserves the right to refuse or cancel a booking at any time without notice. If a booking is cancelled in these circumstances then the Hirer shall be entitled, at the discretion of the Committee, to the reimbursement of any monies already paid to the village hall. The Committee does not accept liability for any form of consequential loss or damages however caused.