



## Old Weston Village Hall Charity Conditions of Hire – September 2025

### Booking Confirmation

- When a booking for the date of your choice is received a payment link will be sent.
- Your booking will be confirmed once payment has been received in full.

### Deposit

- A refundable deposit of £50.00, in addition to the hire fee, is payable at the time of booking. The deposit is held to ensure the rooms hired are left in good order and all other conditions are met.
- The deposit will be returned in full once these conditions are complied with.

### Price

- All prices are current
- Prices may be subject to alteration in line with rising costs, and notice will be given to the hirer.
- Where prices have yet to be set in respect of your booking date, any booking confirmed will be subject to the knowledge that annual increases may apply. (Price review January each year)

### Using the Hall

- The Hirer will make arrangements for the Hall to be opened by contacting the bookings officer at least 10 days before the event or at time of booking if under 10 days.
- The hired period must include time for the setting up and clearing away. Minimum hire period of 1 hour.

## TERMS AND CONDITIONS

- The hirer will be responsible for setting out the hall using the furniture available and shall be responsible for the Hall and its fixtures, fittings and equipment during the period of hire.
- All damage and breakages will be charged for at the cost of making good and/or replacement.
- The Hirer is responsible for the orderly conduct of the event and must ensure an adequate number of adults are present to supervise particularly for youth events. A copy of the safeguarding policy will be provided to all hirers.
- Notices or decorations must not be fixed to inside walls or doors with pins, nails, self-adhesive tape, Blu-Tac or any fixatives which are liable to leave marks or remove paintwork.
- The Hirer will be provided with separate fire and safety regulations which must be followed at all times.
- A member of the Village Hall or nominee will give reasonable guidance to the Hirer in the use of the Hall facilities and may check in briefly during your event to ensure everything is running smoothly.

## Capacity

- The Booking officer will give guidance to the Hirer as to the number of people who can be reasonably accommodated at an event.
- The maximum number is 100.

## Parking

- The Hall car parks are for use by the hirer and attendees only whilst setting up or attending the event. The upper car park should be locked after event
- Parking is at your own risk and the committee accepts no liability for loss or damage whilst parked on site.

## Kitchen

- The kitchen facilities comply with the standard of hygiene required by the Food Safety Act 1990.

## TERMS AND CONDITIONS

- Use of Oven and warming cupboard will incur an additional charge as per charges below.
- The Committee cannot accept responsibility for food prepared by external caterers or individuals."
- It shall be the responsibility of the Hirer to leave the kitchen in a clean and tidy condition.
- All hirers must make themselves aware of the kitchen checklist of rules located on the walls of the kitchen and sent out with booking documents.

## Restrictions

- No animals, with the exception of assistance dogs, or dog obedience training shall be permitted in the Hall during an event unless the committee have specifically agreed
- Helium balloons, naked candles, and confetti (including table/balloon confetti or glitter) are not allowed.

## Noise

- Volume of sound must not cause annoyance to neighboring residents' music must cease at 11pm. You must exit the hall promptly and quietly at the end of your booking.
- The Village Hall reserves the right to approve any disco or band.
- Please keep windows closed during events where possible to reduce noise.

## Smoking

- We operate a strict non-smoking policy inside the building.

## After the Event

- The hirer must coordinate clearing up, including wiping down and putting away tables and chairs.
- The kitchen must be cleaned as per the Kitchen Checklist Rules.

## Licensing

- A fully licensed bar can be arranged for Friday or Saturday evenings, subject to minimum spend or by arrangement. No alcoholic drinks shall be consumed unless supplied by the Village Hall or agreed with corkage charges.
- No copyright work shall be performed without proper license.
- No cinema exhibition may be held except exempted exhibitions under the Cinematography Acts.

## Damage

- The Village Hall shall not be held responsible for loss or damage to property or for death or injury arising from the Hirer's activity.

## Cancellation

- If a booking is cancelled by the hirer and the Hall is not relet, the hire fee will be non-returnable.
- If the Hall is relet, the hire fee will be refunded.
- If cancelled by the Village Hall, liability is limited to refund of the hire charge only.

## Insurance

- Hirers are strongly advised to take out suitable insurance to cover their event and protect against losses in the event of cancellation, damage, or illness.

## Charges January 2026 to December 2026

- The non-resident rate is £22 per hour.
- Residents private event rate £15 per hour (this discount is not available if booking on behalf of an organisation)
- Large Kitchen appliance supplement £20 per event

## TERMS AND CONDITIONS

- A Block booking discount is available for regular hirers please contact the Bookings Officer.
- The Charging will be reviewed in line with September Inflation figures or other external influences and will be effective from the following January.