



POULTON VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

From time to time it may be necessary to introduce additional Conditions of Hire. In this event you will be given a copy/able to view these additions for online bookings in addition to the Standard Conditions

When requesting your booking the hirer is stating they have read and agree to all the documents, terms & conditions on the Poulton Village Hall booking website and to also be responsible for the following:

General

1. The Hirer must be over 18 years of age and must be present throughout the period of hire. The premises shall not be used for any purpose other than that stated at the time of booking.
2. The Hirer shall be responsible for the behaviour of all his/her guests in all parts of the building and outside areas open to them. A maximum of 80 seated people or 100 standing people is permitted including organisers and performers.
3. The Hirer must ensure that they, or the Village Hall, holds the relevant licence for any licensable activities planned.
4. The Hirer shall be responsible for ensuring that all areas of the hall, including kitchen equipment and toilets, are left clean and tidy at the end of a booking, floor swept and all furniture returned to its original place.
All decorations, rubbish and any food waste must be removed from all and taken home with you. All lights (including outside) and electrical appliances (water heater in kitchen and toilets, dishwasher, kettle) to be switched off prior to vacating the hall. The hall should be properly locked and the key returned to the key safe unless otherwise directed.
5. Any failure of equipment should be reported.

Health & Safety

It is the responsibility of the Hirer to ensure that he/she has read and understood the Essential Health & Safety for Hirers document, particularly in relation to fire and that all relevant people have been made aware of the guidelines and what to do in an emergency.

Alcohol, Drugs & Smoking

The consumption of alcohol is only permitted when the Hirer has indicated this on their Hire Agreement. No person under the age of 18 shall consume alcohol on the premises including the outside areas. Excessive consumption of alcohol shall be avoided.

There is no smoking permitted inside the hall.

No illegal drugs may be brought on to the premises either inside the building or outside.

Kitchen & Food Hygiene

The kitchen may be used for the reheating of food but not for the preparation and cooking of food. The Hirer shall observe all relevant Food Health & Hygiene Regulations particularly in relation to

storage. The kitchen is provided with a fridge. The fire hatch between the kitchen and the hall should be kept closed when not in use and closed at the end of the hire period.

Damage/Loss

During the period of hire the Hirer shall be responsible for the fabric and contents of the premises and outside area. The Hirer shall make good or pay for all damage (including accidental damage) to the premises and outside area or the fixtures, fittings and contents and for the loss of contents incurred during the hire.

Electrical Appliances

Any electrical appliances brought in for use on the premises shall be safe, in good working order and used in a safe manner. Where a residual circuit breaker is provided the Hirer must make use of it. No alterations shall be made to electrical circuits or fittings. No unauthorised heating appliances shall be used on the premises without the consent of the Trustees.

Children

No unaccompanied children under the age of 12 are allowed in the kitchen.

No children shall be allowed to play or jump on the stage.

Children shall be restricted from viewing age-restricted films.

Activities for children, young people or vulnerable adults must be provided by fit and proper persons. The Hirer shall provide Trustees with a copy of their DBS and Safeguarding Policy on request. All reasonable steps must be taken to prevent harm and to respond appropriately if harm does occur. Relevant concerns must be reported.

Accidents

Any accident involving injury must be reported as soon as possible to a Trustee. The relevant section in the Village Hall Accident Book must be completed. The Accident Book and First Aid Kit is to be found in the bottom drawer in the kitchen unit marked with a Green Cross.

Animals

No animals, with the exception of guide dogs, shall be brought into the hall.

Decorations

No tape, sticky pads, nails, screws or pins may be used in the hall. Hooks have been provided for decoration. No flammable decorations or fireworks shall be used in the hall. Candles are not permitted, please use battery operated candles.

Hirer's Property

The Trustees bear no responsibility for the loss or damage to the property of the Hirer or his/her guests or for third party claims arising from anything introduced into the hall by the Hirer.

Commercial Discos

Bookings for commercial discos must be by ticket only sold prior to the event. No tickets are to be sold at the door.

Bouncy Castle & BBQs are not permitted in the hall or grounds

Payment & Cancellation

Payment will be required on receipt of invoice.

Cancellation: The Hirer may cancel a booking with reasonable notice. Where the cancellation is made within 14 days of the function the full hiring charge is payable.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- the premises becoming unfit for your intended use;
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

08.01.25