

RIDGEWELL VILLAGE HALL HIRE TERMS AND CONDITIONS

1. Parties and agreement

These Terms and Conditions apply to all bookings for the hire of Ridgewell Village Hall ("the Hall"). The person, group, or organisation making the booking is referred to as "the Hirer". By confirming a booking, the Hirer agrees to comply with these Terms and Conditions.

2. Booking and payment

A booking is not confirmed until accepted by the Hall management. The Hirer must pay the hire fee in full, or any deposit requested, by the date notified by the Hall. The Hall may refuse or cancel a booking if payment is not made on time.

A refundable deposit will be required to cover any potential damage, extra cleaning, or late vacating. The damage deposit will be returned within 2 weeks of when the hire period ends providing no loss, damage, extra cleaning or caretaking duties have been incurred.

3. Use of the Hall

The Hall may only be used for the purpose agreed at the time of booking. The Hirer must not sub-let, transfer, or assign the booking to another person or organisation without written permission. The Hirer must ensure that the Hall is used responsibly and only during the agreed hire period.

4. Supervision and conduct

The Hirer, or a responsible adult representative of the Hirer, must be present throughout the booking. The Hirer is responsible for the conduct of all guests, visitors, contractors, and suppliers attending the event. No unlawful, disruptive, or dangerous behaviour will be permitted.

5. Age of hirer

The Hirer must be at least 18 years old. If the booking is made on behalf of an organisation, the organisation must nominate an adult who accepts responsibility for the hire.

6. Damage and liability

The Hirer will be liable for any loss or damage to the Hall, its contents, fixtures, fittings, or equipment caused by the Hirer or anyone attending the booking. This includes accidental damage, breakages, and damage caused during setting up or clearing away. The Hirer must also reimburse the Hall for any extra cleaning, repair, or replacement costs resulting from the hire.

7. Insurance

For private parties, public events, performances, or other higher-risk activities, the Hall may require the Hirer to hold suitable public liability insurance. The Hirer is responsible for checking whether their event requires additional insurance cover. Regular hirers who store their own items at the Hall are required to cover these items under their own insurance.

8. Licences and legal compliance

The Hall holds the following licences:-

- Public performance of musical compositions (PRS)
- Public performance of recorded music (PPL)
- Sale of alcohol.

The Hirer is responsible for ensuring the above licences cover their event requirements and the Hirer must obtain any additional licences or permissions needed for the event. The Hirer must comply with all relevant laws, regulations, and local authority requirements.

9. Safety and fire precautions

The Hirer must keep fire exits clear at all times and must not block escape routes. The Hirer must follow all safety instructions displayed in the Hall and must not bring in dangerous, flammable, or illegal items. Any accident, injury, or fire incident must be reported to the Hall management as soon as possible.

10. Capacity and furniture

The Hirer must not exceed the maximum permitted capacity of the Hall. Tables, chairs, and other furniture must be used safely and returned to their original position at the end of the hire unless agreed otherwise.

11. Cleaning and departure

The Hall must be left clean, tidy, and secured at the end of the hire. All rubbish must be removed and deposited in the bins provided or taken away if required. The Hirer must ensure lights, appliances, taps, and heating are switched off, and all doors and windows are closed and locked before leaving.

12. Cancellations

If the Hirer cancels the booking, any deposit paid may be retained by the Hall. In some cases, cancellation charges may apply depending on notice given and whether the date can be re-let. The Hall may also cancel a booking in exceptional circumstances, including non-payment, misuse, or where required for safety or operational reasons.

13. Right of entry and refusal

The Hall management, trustees, officers, or their representatives may enter the premises at any reasonable time during the hire. The Hall reserves the right to refuse admission, stop an event, or end a booking if these Terms and Conditions are breached or if there is a risk to safety, property, or licensing compliance.

14. Parking and access

Parking, access routes, and loading areas must only be used as directed. The Hall is not responsible for loss or damage to vehicles or property left on the premises, unless caused by the Hall's negligence.

15. Personal property

The Hall accepts no responsibility for loss of, or damage to, personal belongings, equipment, stock, or goods brought onto the premises by the Hirer or guests, except where required by law.

16. Children and vulnerable persons

Where children or vulnerable adults are attending, the Hirer must ensure appropriate supervision and safeguarding arrangements are in place. The Hirer remains fully responsible for their welfare during the hire period.

17. Temporary equipment and decorations

Any decorations, staging, equipment, or additional items brought into the Hall must be safe, non-damaging, and removed at the end of the hire unless prior permission has been granted. No nails, screws, tape, or fixings may be used on walls, floors, or fittings without consent.

18. Alcohol, music, and smoking

Alcohol may only be supplied or sold in accordance with the law and any licence conditions. Music and amplified sound must be kept within permitted levels and times. Smoking and vaping are only allowed in designated external areas, if permitted at all.

19. Data and contact details

The Hirer agrees that contact details may be kept for booking administration, safety, and legal compliance. The Hall will handle personal data in line with applicable data protection law.

20. General

The Hall reserves the right to update these Terms and Conditions from time to time. If any part of these Terms and Conditions is found to be unenforceable, the remaining terms will continue to apply. These Terms and Conditions are governed by the law of England and Wales.