

# Sedbury and Beachley Village Hall

Thank you for hiring our facilities and we hope you have an enjoyable event.

## TERMS & CONDITIONS OF HIRE

### By booking the Hall you agree to accept the following terms and conditions:

- a) Applications for the hire of the hall shall be made to the online hall booking website <https://hallbookingonline.com/sedbury/> or by email to SedburyBeachleyVHT@gmail.com in advance, the hirer being over 18 years of age.
- b) The Hirer has full responsibility for ensuring the hall is used with respect. The Hirer must be present throughout the period of hire to ensure all the conditions are complied with.
- c) The Hirer will be liable for any damage done to the hall and its contents including breakages or losses as well as any additional cleaning costs. Any damages must be reported to the Booking Office immediately (by phone or email) after the hire period. In the event of any damage during the hire period the hirer will have to pay for repairs carried out by a contractor approved by the Hall Committee in addition to the agreed charge.
- d) Current charges for hiring the hall, are available on the website <https://hallbookingonline.com/sedbury/>, see Documentation/Hire Charges and shall be paid in advance, unless otherwise agreed.
- g) Individuals or organisations who hire the hall on a regular or weekly basis can agree payment arrangements with the Booking Office.
- h) Notice of cancellation of hiring shall be given by hirers in writing 14 days in advance. In the absence of such notice the hirers must pay hiring charges in full.
- i) The Hirer of the hall is responsible for its proper and orderly use, the good behaviour of all the guests, the observance of any licensing regulations or other legal requirements governing such use, the leaving of the premises in a clean and tidy condition, the chairs and tables put away and for ensuring that doors are locked, windows closed, and all lights put out where appropriate. It is the responsibility of the Hirer to be in charge of and be in attendance during the whole time they are open to the public. The person in charge shall not be engaged in any duties which would prevent him/her from exercising general supervision. All furniture shall only be used for the purpose for which it was designed. No nails, screws, tacks or adhesive tapes shall be applied to decorated surfaces and no alterations shall be made to the electrical circuits or fittings.
- j) The right to refuse any application received for the hire of the hall, or to refuse admission to any individual, without assigning any reason is reserved to the Hall Committee.
- k) The Public Liability Insurance Policy only covers any accident or injury for which the Hall Committee would have a legal liability. The individual organisations or persons hiring the hall should affect their own liability insurances and other cover on their own equipment as may be required.
- l) The Hall Committee accepts no responsibility for damage to or the loss of property of the hirer or for Third Party claims arising from anything introduced onto the Hall premises by the hirer at the conduct of the function of the hirer.
- m) Bookings are subject to the premises being available and the Hall Committee will accept no responsibility for any loss sustained by the hirer because of any part of the premises not being available through the accident, damage, service failure or other reason outside the control of the Hall Committee.
- n) The code for the key safe will be issued on receipt of payment of hire charges. A £50 charge will be made for lost keys to cover a replacement key and administration.

### Audio/Visual Equipment and Licences

Instructions for the use of the Audio Visual equipment are provided at the hall. Please ask the administrator for details to access the remote controls.

### **Music, Singing and Dancing**

The premises are licensed for Public Entertainment. A summary of the licence is displayed in the entrance hall.

### **Gazebos**

Two high quality commercial strength gazebos [Green 3M x 3M] are currently available for use by community groups. Two adults at least will be required to erect a gazebo and the instructions provided must be followed.

The gazebo should not be erected in high winds or where high winds are forecast.

The user is responsible for ensuring that the gazebo is dry before being returned to its case. If there is a problem due to continuous rain, please contact the Booking Office or member of the Hall Committee.

If a gazebo is damaged and part of it or all of it needs replacing, the user will be invoiced for this cost. Contact the Booking Office for more information.

### **Social Media**

Where the hall is hired for a private party, the event must not be advertised on any social media. (The purpose of this clause is to reduce the possibility of excessive numbers of uninvited people and the possibility of anti-social behaviour as a result thereof.) The committee reserve the right to cancel a booking where evidence shows that this condition has not been met.

### **Kitchen**

Please leave the kitchen safe and in the condition you found it in, with all cutlery, crockery and glassware put away in the same cupboards they came from. Kettles should be emptied and unplugged. **[Do Not unplug the fridge or cooker.]** Please contact the Booking Office in case of any query relating to the state of the kitchen.

Dishwasher: Please follow the instructions provided for use.

Hot Water Urns: Ensure that these are emptied after use and unplugged.

### **Intoxicating Liquors**

No intoxicating liquors are permitted to be bought, sold or consumed on the premises without the express permission in writing of the Hall Committee, whose consent must always be obtained prior to the hirer applying for temporary license for the sale of alcoholic liquors. Only persons over 18 years of age are permitted to consume intoxicating liquor on the premises.

A copy of the Temporary Events Licence **MUST** be provided to the Booking Officer.

### **Bar**

In the event that permission has been obtained from the Hall Committee to sell alcohol (see above), and a bar is required, the following conditions should be noted:

- 1) If the bar is sited on the carpeted floor, the hirer must provide a plastic floor covering to fully protect the floor from spillages.
- 2) Any liquid spills must be dried as soon as possible.

### **Betting, Gaming and Lotteries**

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the person or organisation to which the hall is let shall be responsible for seeing that the requirements of any Betting, Gaming and Lotteries Legislation are strictly observed.

### **Safety Regulations**

Nothing shall be done that will endanger the policies of insurance relating to the hall and/or playing field or contents and in particular:

- 1) No obstruction must be placed in front of fire exits.

- 2) Fire appliances will be inspected in a timely manner and must be kept in their proper places and used for no other purposes.
- 3) Written Fire Instructions are prominently displayed.
- 4) No balloons filled with flammable gas shall be on the premises.
- 5) No smoking or use of pyrotechnics, artificial smoke, flash boxes or naked lights to be used without express permission of the Hall Committee.
- 6) No indoor ball games.

### **Nuisances**

- a) The hirer should ensure that noise arising from the use of the premises shall not cause annoyance to the occupants of the premises in the vicinity and any form of amplification shall be so controlled by the hirer to prevent such annoyance.
- b) Cars may not be parked to cause an obstruction at the entrance to or exits from the hall. The minimum of noise must be made on arrival and departure.
- c) Litter shall not be left in or about the property.
- d) Permission from the Hall Committee will be required for dogs to be allowed in the hall.
- e) Horses and other large/farm animals shall not be brought on to the trust property without the express sanction of the Hall Committee.

### **Smoking**

The premises are completely NON-SMOKING, this includes E Cigarettes, and any smoking must be out in the car park or on the playing fields area NOT outside the doors where it will cause a nuisance to occupants of the premises in the vicinity. Cigarette butts must be disposed of and not litter the surrounding area.

### **FIRE**

Notes for Users

The building is fitted with a fire alarm, which is regularly checked.

All fire exits must not be locked or blocked when the building is occupied.

Pressing the button on the red fire boxes will activate the alarm. There will be a chargeable penalty for unauthorised use.

If a fire warning activates evacuate the building immediately.

Assembly point is at the entrance to the car park.

Carry out a head count.

Call 999 for the Fire Brigade

Do not re-enter the building until cleared to do so.

If a small fire starts, use the fire extinguishers to fight the fire and raise the alarm and inform the Booking Office on mobile 07356276580.

### **SAFETY IS PARAMOUNT**

### **HEATING CONTROLS**

The hall heating is on a timer and thermostatic heating controls, the hall committee and booking office has access to all controls. Please contact the booking office if there are any issues with the heating.

### **CLEANING**

Please leave the building in a clean and tidy state for the next occupier.

All rubbish is to be taken away by each user and not left anywhere on the site (including car park).

### **Sedbury and Beachley Village Hall Contact Details:**

Booking Office Virginia Lyall

[sedburybeachleyvht@gmail.com](mailto:sedburybeachleyvht@gmail.com)

07356276580