



General Information

Once you have made your provisional booking on the website you will need to complete the booking form and email it shrophambookings@gmail.com.

Once this has been received and approved you will receive an invoice that includes a deposit of £100 plus the FULL payment of the hire which is payable within 7 days.

The deposit will be fully refunded within 14 days of the event provided there is no loss, damage, breakages, or complaints regarding the premises and its contents.

The deposit and invoice must be paid by BACS:

PLEASE NOTE: If your booking and deposit is not paid in full within 7 days we will cancel your provisional booking. Bookings will not be accepted from anyone under the age of 18.

Please use the name you made the booking in as a Reference.

You will find the booking fees under Hire Charges in the document area on the booking site.

We allow only Wedding Package hirers to provide a very small amount of alcohol for their guests, for example, a glass of champagne for a toast. Our bar prices are very reasonable, and the bar is well stocked.

Other hall hirers are not permitted to bring their own alcohol.

Bar Hire:

Last orders at the bar are at 11pm. The bar is run by local volunteers. Please ensure you and your party have vacated the bar area no later than 11.30pm to allow the bar staff time to clear up.

The Hall can only be rented until 11.30pm.

The premises must be vacated no later than 11.30pm.

All chairs and tables must be cleaned and put away, floors swept, and the kitchen must be left in a clean and tidy condition. You are responsible for taking away your own rubbish.

PLEASE NOTE: That out of consideration for local resident's music must be terminated at 11pm.

Parking:

We have ample parking at the front of the hall and an overflow car park in the field at the side of the hall. Please note the parking plan on our website.

We do NOT allow cars to be parked on the football pitches or on the road.

Please note that there is no overnight parking permitted on the field.

Any cars left overnight in the main carpark must be collected no later than 9am the following morning.

Failure to comply may result in penalties or towing at the owner's expense.

Capacity:

We have 100 chairs and tables for a maximum of 100 people with crockery and cutlery to match.

Please feel free to hire in any extra tables and chairs that you require for your event.

15 x Large collapsible tables - 5 foot x 2ft

9 x Small collapsible - 3 foot x 2ft

10 x Small square - roughly 1 x 1m

Kitchen:

We have a first class catering standard kitchen so you are welcome to hire in your own caterers should you wish to do so. The fee for the kitchen allows you access to everything.

Users guides / Health and Safety / Fire / Risk Assessments: Can all be found in the folders in the kitchen.

The kitchen door must always stay locked, when the hirer/authorised person is not present in the kitchen. This is to stop anyone else from accessing the kitchen without permission.

BOUNCY CASTLES: We do not allow the use or hiring of bouncy castles / soft play equipment at the Hall or on its grounds.

No placards, posters, decorations, banner or other articles be attached in any way to the walls, doors, windows or to any other part of the premises.

The facilities must be cleaned thoroughly at the end of your hirer session and everything put back where you found it. This includes:

- Cleaning tables in the hall area
- Cleaning the kitchen
- The floors must be swept and mopped
- Rubbish taken home

If you do not adhere to this, you will lose a minimum of £25 of your deposit.

BOOKING OF THE VILLAGE HALL FACILITES MEANS THAT YOU HAVE READ AND AGREE TO ALL THE TERMS AND CONIDCTIONS STATED IN THIS DOCUMENT AS WELL AS THE ADDITIONAL DOCUMENTATION FOUND ON OUR BOOKING WEBSITE.

Standard Conditions of Hire

These standard conditions apply to all hiring of the village hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Booking Clerk should immediately be consulted.

1. Supervision

The Hirer shall, during the period of the hiring:

- Be present on site at all times
- Maintain responsibility for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort
- Maintain sole responsibility for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.
- Make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire the premises. The hirer will not allow the premises to be used for any unlawful purpose, do anything, or bring onto the premises anything which may endanger the same or render invalid any insurance policies, or allow the consumption of alcohol without written permission.

3. Maximum Numbers

When you hire the hall, you are booking the large hall, but you may request to reduce the size of the area into a small and medium hall.

This includes organisers, guests, and others.
Large Hall – 360 standing (100 seated)

4. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.

5. Licences

The Hirer shall ensure that the Village Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form e.g., record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Village Hall, the Hirer should ensure that they hold the relevant licence, or the Village Hall holds it.

6. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer maintains sole responsibility for their guests and other persons on site.

Please see the location of all fire exits on the floor plan.

1. The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment.
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
2. In advance of any entertainment or play the Hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are free of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.

7. Means of Escape

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

(b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

8. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee.

9. Health and Hygiene

The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. Dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer. All persons hiring Shropham Village Hall will have to take away all their own food waste.

The Hirer is responsible for clearing up any spillages immediately they occur. Safe and suitable cleaning products are available in the utility cupboard in the kitchen.

All Cables crossing pedestrian areas must be secured and covered.

Step Ladders kept in the hall and available for hirers use are regularly checked and maintained in good condition. Hirers using the steps are responsible for the safe and sensible use of them.

10. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance

with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

11. Indemnity

The Hirer shall indemnify and keep indemnified each member of the Village Hall management committee and the Village Hall's employees, volunteers, agents and invitees against

- (a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises
- (b) all claims, losses, damages, and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (c) all claims, losses, damages, and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Hirer shall take out adequate insurance to ensure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 10(a) and all claims arising because of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Hall Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the Hall Secretary to rehire the premises to another hirer.

The Village Hall is insured against any claims arising out of its own negligence.

12. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Village Hall management committee as soon as possible and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). A first aid kit can be found in the foyer between the bar and the hall.

13. Explosives and Flammable Substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

14. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

The Hall has three air conditioning units. The controllers for these can be found in the kitchen drawer nearest the kettles. Please ensure these are turned off at the end of the booking.

15. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that, to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour:

- a) Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.
- b) Alcohol will not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18.
- c) Persons suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way will be asked to leave the premises.
- d) No illegal drugs are brought onto the premises.

16. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

17. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989. Only fit and proper persons who have passed the appropriate DBS check have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Village Hall committee with a copy of their Child Protection Policy on request.

18. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Village Hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

19. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

20. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall. The fee will not be repaid in any case where the hirer cancels within one week of the date of the event.

The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the premises being required for use of an event that the Village Hall management committee consider vital to support the needs of the village.

- (c) the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises because of this hiring
- (d) the premises becoming unfit for the use intended by the Hirer
- (e) 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 the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

21. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge. You are responsible for taking away your own rubbish.

22. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises. To comply with the law noise levels must not exceed 50 decibels at the boundary of the Hall grounds.

23. Stored Equipment

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Village Hall may, in its discretion in any of the following circumstances, namely-

- (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

24. No Alterations

No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, posters, decorations, or other articles be attached in any way to any part of the premises.

25. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

26. Smoking

The Hirer shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. For the duration of the hire period the Hirer assumes all liabilities in respect of breaches by those under their care and control. Any person who breaches this provision shall be asked to leave the premises.

27. Car Park

Hirers are responsible for car park safety during the period of hire. All hirers must ensure they direct guests to the correct parking areas as noted on the Parking Plan. Only Disabled guests may use the Disabled Bay. We do NOT allow cars to be parked on the football pitches or on the road. Please note that there is no overnight parking permitted on the field. Any cars left overnight in the main carpark must be collected no later than 9am the following morning. Failure to comply may result in penalties or towing at the owners expense.

28. Wifi

Free Wifi has been provided for all hall and car users. This is provided as an additional extra. We will not be held responsible for the Wifi not working properly. Discounts to bookings will not be made if it is not working properly as this is a complimentary addition to the booking.

29. Complaints

In the unfortunate event you are unhappy with the service provided please talk to one of our voluntary staff members (if available) or email shropham.village.hall@gmail.com.