Terms and Conditions for the use of Stratton Village Hall, Cirencester

These standard conditions apply to anyone hiring the Village Hall. If you are unsure about anything, please check with the Bookings Secretary.

Stratton Village Hall is a registered charity which is managed by a team of voluntary Trustees and a regular user committee.

Definitions

Stratton Village Hall, Cirencester, its trustees, committee and volunteers are referred to as 'the Village Hall'.
The person or organisation who hires the Village Hall will be referred to as 'the Hirer', and includes any third party contractors engaged by the Hirer.

'The Premises' refers to the Village Hall building.

'T&Cs' is the Terms & Conditions of hire.

1. General

1. The Village Hall agrees to permit the Hirer use of the Premises for the date and time period described on the online booking form. By booking the Hirer fully understands all the T&Cs of the hire, and agrees to comply with them.

2. The Trustees reserve the right to refuse any application for hire of the Village Hall.
3. The Hirer agrees to be personally present during the hire period, to use the Village Hall as indicated on the booking form, and ensure T&Cs are adhered to.
4. The Hirer is responsible for: supervision and care of the premises, all fabric and contents; the behaviour of all persons using the premises; prevention of smoking anywhere on site (including the car park); supervision of car parking arrangements to avoid obstruction or damage of grass verges, safety of all their attendees, including following a safe evacuation procedure.
5. The occupancy of Stratton Village Hall must not exceed 96 persons to meet Fire Regulations.
6. The Hirer must ensure that the hall is not hired for, or used for, any activity in contravention of the law relating to gaming, betting and lotteries.
7. The Hirer understands that the car park is shared with other users and the booking does not include sole use of the car park.
8. The Village Hall does not accept responsibility or liability in respect of any loss of / or damage to property left or brought onto the Premises.
9. The Village Hall reserves the right to dispose of any lost property if it has not been collected within one month of the hire date.
10. The Village Hall reserves the right to dispose of any perishable items left behind within 24 hours of the hire date.

2. Booking

1. All applications for hire of the facilities within the Village Hall must be made online via our booking system. This can be found on our website.

2. A booking is not considered confirmed until an online booking form is completed and confirmed by the Bookings Secretary.
3. The Hirer is required to digitally sign the booking form to say they have read, understood and accept these conditions of hire.

4. The Hirer must be 18yrs of age or older.
5. Stratton Village Hall requires Hirers, or any third party engaged by the Hirer, to meet safety criteria, including but not limited to: Public Liability Insurance for public activity and use of PAT-compliant electrical equipment.
6. Use of Village Hall equipment is included in the hire cost. Equipment can only be used within the facility and must not be removed.
7. No advertising or publicity material will be displayed inside or outside the building without the prior approval of the trustees.
8. Smoke machines, heating cooking oil on the hob or any other equipment that may affect the fire sensors, are not allowed.
9. Illegal substances are not permitted on site.
10. The Hirer shall not use the premises for any purpose other than that described in the Hire Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger it or render the Village Hall insurance invalid.
11. The Village Hall is not licensed to provide alcohol, regulated entertainment or late night refreshment. If the Hirer intends to deliver any of these activities, they are responsible for applying for a Temporary Events Notice (TEN). A TEN is available for £21 from Cotswold District Council and must be applied for at least 10 days prior to the event. Unless the license is granted, the above activities cannot take place.

3. Hire Rates

The Trustees will review hire rates on an annual basis, informed by discussion with the Hall Committee. Current rates are publicly available via the website www.strattonvillagehall.co.uk

Regular hirers are those who book on a regular basis, such as weekly for a period of months. Regular hirers will be invoiced monthly in arrears.

Occasional users or one-off bookings will be asked to pay in full at the time of booking.

Payment terms are strictly on receipt of an invoice.

Additional Charges

1. The period of hire must be long enough to allow for setting up and putting away furniture and equipment, and cleaning/tidying at the end of the hire period.
2. The Trustees reserve the right to charge £20 per hour for additional cleaning and removal of rubbish if the Village Hall is not left in the same condition as at the start of the hire period.
3. Breakages and damage may be charged for.
4. Where Trustees are required to attend or remain on site due to any breach of these Terms and Conditions the Hirer may be charged a call-out fee of £25 per hour (or part thereof). These charges are payable on demand.

Cancellation by a Regular Hirer

1. Cancellation by a regular hirer more than 48 hours prior to a booking will not incur a charge.
2. Cancellation within 48 hours will incur the full charge, unless, in exceptional circumstances, the VHT agrees to waive this charge.
3. Regular hirers must ensure that they notify the Bookings Administrator of any changes to their regular booking as soon as possible via bookings@strattonvillagehall.co.uk
4. Regular hirers are responsible for booking their term dates in advance via the online booking system to secure their dates.

Cancellation by occasional users or one-off bookings

1. The Hirer will be issued a full refund of monies paid if the cancellation notice predates the booking by one month or more. A refund of 50% will be made if the cancellation notice is received between one week and one month. No refund will be made if the cancellation notice is received within one week of the booking.
2. The Village Hall reserves the right to cancel a hire in the event of the premises becoming unfit for the use intended by the Hirer. In such a case, the Hirer would be entitled to a refund of any deposit and /or full payment already paid, but the Village Hall would not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
3. The Village Hall reserves the right to close the premises at any time for emergency or periodic maintenance and when the premises are required for public elections or similar events.
4. The Village Hall reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice, although we endeavour to honour all bookings.

4. Use of the Village Hall

1. **Car Park** - The car park must be fully vacated by 12 midnight. Cars must not be parked in any way blocking school or residents' access to their properties. Vehicles and their contents are left in the car park at the owner's risk.
2. **Bouncy Castles** - The use of a bouncy castle or equivalent is permitted provided the item is not put in a position that will block any fire exits. *Please refer to clause 2.5. for additional requirements.*
3. **Cleanliness & Rubbish** - The Village Hall must be left in the same condition as at the start of the hire, clean and tidy with all items of furniture, kitchen contents and any other equipment put away, fridge empties, and all rubbish removed home by the Hirer. Cleaning products are provided. All breakages must be reported.
4. **Lights** - All lights must be switched off on exit. If the lights are left on overnight an additional charge may be made.
5. **Windows** - All windows must be closed on exit and curtains drawn.

6. **Animals** - The Hirer shall ensure that no animals (including birds) except guide dogs, hearing dogs and assistance dogs are brought into the premises, other than for a special event agreed by the Village Hall. No animals whatsoever are to enter the kitchen at any time.
7. **Loss & Damage** - The Hirer will be responsible for reinstatement of all loss or damage to the Village Hall, arising as a result of any act, omission, default or negligence on the part of the Hirer, their Agents or guests. This responsibility commences when the Hirer receives the keys from a person designated by the Trustees and terminates when the keys are returned.
8. **Indemnity** - The Hirer indemnifies the Trustees against all costs, claims and demands arising during that period of responsibility.

5. Safety and Security

1. **Defibrillator** - A defibrillator is located outside between the School and Village Hall entrances.
2. **First Aid** - the first aid box is located in the prep kitchen.
3. **Telephone** - The Village Hall does not have a telephone. The Hirer is advised to bring a mobile phone for use in the event of a fire or other emergency.
4. **Fire Exits** - All fire exits are not, under any circumstances, to be obstructed by furniture or other items at any time.
5. **Fire Hazards** - The Hirer is responsible for ensuring there are no fire hazards on the premises, including, but not limited to, naked flames, fireworks, flammable substances.
6. **Emergency Procedure** – The hirer should acquaint themselves with the location and use of the Village Hall's emergency equipment and evacuation procedure which is displayed on the Village Hall notice board by the main entrance. They are responsible for communicating these procedures to guests/clients.
7. **Keys** - The Hirer is responsible for the safe keeping of the keys if in the Hirer's possession and returning them to the key safe at the end of the hire or as otherwise instructed by the bookings secretary.

8. **Smoking** - Smoking is strictly prohibited in all areas of the Village Hall and car park.
9. **Electrical Equipment** - The Hirer is responsible for ensuring that all electrical equipment they intend to use in the Village Hall has passed and been labelled as passed its Portable Appliance test (PAT) for electrical safety within the last 12 months.
10. **Safe Use** - The Hirer must ensure such equipment is used in accordance with manufacturer instructions (load ratings, ventilation, IP ratings, cabling) and routed to avoid trip and heat hazards.
11. **Public Nuisance** – The Hirer is responsible for ensuring their event does not create a public nuisance through excessive noise and/or disorderly behaviour.
12. **Accidents** - The Hirer must report all accidents involving injury to the public to the Chair of Trustees as soon as possible and complete the relevant section in the Village Hall's accident book. This is located in the entrance hall to the left of the door.

6. Food

1. If preparing or serving food the Hirer must observe all relevant food health and hygiene legislation and regulations.
2. Children and animals are not allowed in the kitchen.
3. If the Hirer is using sub-contractors for catering, the Hirer is responsible for their conduct and compliance with Food and Hygiene legislation and regulations. Any liability as the result of the sub-contractor and their actions is the responsibility of the Hirer.

7. WiFi Services

When using the WiFi service the Hirer agree at all times to be bound by the following provisions:

1. not to use the WiFi service for any for the following purposes:

a) disseminating any unlawful, harassing, libelous, abusive, threatening, harmful, obscene or otherwise objectionable material or otherwise breaching any laws;

b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

c) interfering with any other person's use or enjoyment of the WiFi service; or

d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;

2. to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

8. Safeguarding Children and Adults at Risk

1. The Hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.
2. When requested, the Hirer must provide the Village Hall with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).
3. All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported following the Hirers Safeguarding Procedure.

9. Licences

The Hirer is solely responsible for ensuring they have the correct licenses in place to cover the needs of their booking.

1. **Music Copyright licensing**

The Hirer must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, the Hirer must hold such licence(s).

2. **Music**
   The Hirer must have the Village Hall's written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.
3. **Film**
   The Hirer must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. The Hirer must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on the Hirer . (The Deregulation Act 2015 requires The Hirer to have our written permission to show a film).
4. **Television**
   The Community Centre does not have a valid TV licence.
5. **Temporary Events Notice**
   The Village Hall is not licensed to provide alcohol, regulated entertainment or late night refreshment. If the Hirer intends to deliver any of these activities, they are responsible for applying for a Temporary Events Notice (TEN). A TEN is available for £21 from Cotswold District Council and must be applied for at least 10 days prior to the event and a copy forwarded to the Bookings Secretary. Unless the license is granted, the above activities cannot take place.

10. Data Protection

1. The Village Hall uses personal data for the purposes of managing the Village Hall, its bookings and finances, organising and marketing events, and its fundraising activities. Data may be retained for up to 6 years for accounts purposes and for longer where required by the Village Hall insurers.
2. The name of the Hirer may appear publicly on the website calendar unless 'private event' is ticked during the bookings process.
3. Please see the Stratton Village Hall website for the Privacy Notice.

11. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

The trustees, at their sole discretion, reserve the right to update these terms and conditions at any time.

The T&C's were last reviewed and updated June 2026