

Sutton Bonington Village Hall

Terms and Conditions of Hire

About the Village Hall

Sutton Bonington Village Hall is a registered charity (Charity No. 522305). Our Authorised Representative is Sara Hickman, the Village Hall Booking Officer. For all booking enquiries, please contact Sara on 07539 278664 or via email at suttonboningtonvillagehall@gmail.com.

Licensing Information

- We do not have a Premises Licence to sell or supply alcohol. However, you do have permission for live music performances, playing recorded music, or exhibiting films as long as strictly in line with the Deregulation Act 2015 which requires it to take place between 8am and 11pm.
- The hall does not hold a Performing Right Society (PRS) licence for the performance of copyright music.

Please note the following requirements:

1. You are responsible for ensuring that all film screenings comply with age classification ratings.
2. If you plan to offer regulated entertainment outside the Deregulation Act 2015, you must obtain our consent and submit a Temporary Event Notice (TEN) to the licensing authority.
3. You must seek our consent before providing alcohol at your event and submit a TEN to the licensing authority. Please allow at least 28 days for this process. A copy of the TEN must be sent to the Bookings Administrator at least 5 days prior to the event.

Failure to adhere to these requirements will result in the cancellation of your booking without compensation. This is to ensure the limited number of annual TENs is preserved for the benefit of the community and local voluntary organisations.

You or your authorised representative must be present during the hire and comply fully with these terms. The Standard Conditions of Hire (see below), along with any additional or licensing conditions, form part of this Agreement unless agreed otherwise in writing.

Standard Conditions of Hire

If you are unsure about any aspect of these Conditions, please seek clarification from us without delay.

1. Age Requirement

You must be aged 18 years or older and accept responsibility for managing the premises throughout public use, ensuring compliance with all terms regarding supervision and management.

2. Supervision

During your hire period, you are responsible for:

- Supervising the premises, its fabric, and contents
- Protecting the premises from damage or alteration
- Ensuring the proper behaviour of all users, including safe car parking that does not obstruct the highway

You must repair or pay for any damage (including accidental damage) to the premises or its contents.

3. Use of Premises

You must use the premises only for the purpose stated in your Agreement. Sub-hiring, unlawful or unsuitable activities, or bringing anything onto the premises that could invalidate insurance or endanger the hall are strictly prohibited. Alcohol may only be consumed with our written permission.

An alcohol licence is not required in the following circumstances:

- The event is free and drink is provided for free (for example, a family wedding or party where alcohol is not charged for).
- If individuals bring their own drink to consume on the premises.
- If alcohol is donated by an individual (not an organisation charging for entrance).

4. Insurance and Indemnity

- You are liable for the cost of repairs to any damage (accidental or malicious) to the premises or its contents.
- We hold public liability insurance and will claim on this if needed; however, you must cover any insurance excess or shortfall.

5. Gaming, Betting, and Lotteries

You must ensure compliance with laws relating to gaming, betting, and lotteries.

6. Music Copyright Licensing

You must ensure appropriate music licences (PRS and PPL) are held, either by us or yourself as required.

7. Music Performances

Written permission is required for all live or recorded music performances, as per the Deregulation Act 2015. This Agreement provides such permission.

8. Film Exhibitions

Children must not view age-restricted films. Appropriate copyright licences are required for film exhibitions—this Agreement provides the necessary permission. Written approval must be obtained before showing films.

9. Safeguarding

All activities for children, young people, or vulnerable adults must be provided by suitably vetted individuals in line with the Safeguarding Vulnerable Groups Act 2006. You must provide your Safeguarding Policy and evidence of DBS checks upon request.

10. Public Safety Compliance

- Comply with all safety regulations, including those from local authorities and our fire risk assessment, especially if alcohol is served or children are present.
- You must call the Fire Service in case of fire and inform our Hall Treasurer.
- Ensure you are familiar with actions in case of fire, fire equipment locations, escape routes, operation of escape doors, and first aid box location.
- Before any event, check that all fire exits are unlocked, escape routes clear, fire doors not wedged open, exit signs illuminated, and emergency lighting on.

11. Noise

Please minimise noise on arrival and departure, especially late at night or early in the morning. Use any noise limiter provided and comply with licensing conditions regarding sound.

12. Behaviour and Illegal Substances

- Do not allow excessive alcohol consumption or illegal drugs on the premises.
- Drunk, violent, or disorderly behaviour is not tolerated and will result in removal under the Licensing Act 2003.

13. Food Hygiene

If preparing or serving food, you must comply with all relevant food safety laws. Dairy, meat, and vegetables must be refrigerated in accordance with the Food Temperature Regulations. A small refrigerator is provided (no thermometer).

14. Electrical Safety

All electrical appliances you bring must be safe and used in accordance with the Electricity at Work Regulations 1989. Use residual circuit breakers where provided.

15. Stored Equipment

- We accept no responsibility for loss or damage to stored equipment or property.
- All items must be removed at the end of each hire. Failure to do so may result in storage charges or disposal at your expense.
- We may dispose of items left unpaid or uncollected after seven days.

16. Smoking & Vaping

Smoking & vaping is not permitted indoors, as per the Health Act 2006. Anyone wishing to smoke or vape must do so outside and dispose of cigarette ends responsibly to avoid fire risk.

17. Accidents and Dangerous Occurrences

Report any equipment failures or accidents involving injury to us as soon as possible and complete the accident book. Certain incidents must also be reported to the Incident Contact Centre, with assistance available from the Booking Officer or Hall Treasurer.

18. Explosives and Flammable Substances

- Do not bring highly flammable substances or unauthorised combustible decorations onto the premises.

19. Heating

No unauthorised heating appliances may be used. Portable LPG appliances are not permitted.

20. Assistance Dogs

Guide dogs, hearing dogs, and assistance dogs are welcome on the premises.

21. Advertising

Fly posting and unauthorised advertisements are strictly prohibited. You are liable for any legal action resulting from breaches of this condition.

22. Sale of Goods

Sales must comply with Fair Trading Laws. Prices, organiser details, and any discounts must be clearly displayed and based on manufacturers' recommended retail prices.

23. Cancellation

- If you cancel and we cannot secure a replacement booking, we may retain your deposit or require payment in full at our discretion.
- We may cancel this Agreement with written notice if the hall is needed for a polling station, if we believe the event would breach regulations or the law, if the premises become unfit for use, or in emergency circumstances (e.g., disaster relief).
- In such cases, any deposit paid will be refunded, but no further liability will be accepted.

24. End of Hire

You are responsible for leaving the premises clean, tidy, and securely locked (unless otherwise directed). All items must be returned to their original positions. When cleaning the main hall floor, use only a damp cloth or mop (not soaked) to avoid damage.

25. Alterations

No alterations, fixtures, decorations, or attachments may be made to the premises without prior written approval. Approved items may become our property if not removed, and you must repair any damage caused by their removal.

26. Overnight Accommodation

The Village Hall is not insured to allow people to stay overnight. Therefore, no overnight accommodation is permitted on the premises under any circumstances.

27. Risk Assessment

Users are responsible for conducting their own risk assessments for all events and activities held at the Village Hall. This is especially important when hiring bouncy castles or engaging in specialist activities. The Village Hall maintains its own risk assessment, which is available for reference at all times.

28. No Rights of Occupation

This Agreement confers permission to use the premises only and does not constitute a tenancy or any other right of occupation.

