

Titchfield Village Hall, Terms and Conditions for Hire

WHAT YOU NEED TO KNOW BEFORE YOU BOOK:

Conditions of Hire

The standard conditions of hire apply to all hiring the Village Hall. For the purpose of these conditions the term HIRER shall mean an individual Hirer, or where the Hirer is an organisation, the authorised representative. If the Hirer is in any doubt as to the meaning of the following please contact the Administrators:

Suzy Jackson tprsuzy@gmail.com 07532 168454

Lesley Blackburn Tprbookings@virginmedia.com 07486 891728

HIRE CHARGES

1. The Hire Charge for Single events is payable online, in full, at the time of the booking.
2. Regular Users are required to make an online payment of £10 for cost of key (refundable)
3. Regular Users will be invoiced during the first week of the month for events held during the previous month, and will be expected to make full payment on line or via BACS
4. If a Regular User has any difficulty making payment they should contact Suzy Jackson immediately. Failure to do so may result in the cancellation of the booked sessions.

(2025)	Event Hire		Discount for: Village Group Events; Regular users (2 or more bookings per month); Fundraising or Charitable Events. Contact Lesley or Suzy if you are unsure.
Hourly Rate	£14 per hour or:		£10.00
Whole Morning 8-12:30	£63		£45.00
Whole Afternoon 12:30-5	£63		£45.00
Whole Evening 5-11	£84		£60

(May 2023)	Event Hire		Discount for: Village Group Events; Regular users (2 or more bookings per month); Fundraising or Charitable Events. Contact Lesley or Suzy if you are unsure.
Hourly Rate	£12 per hour or:		£9.00
Whole Morning 8-12:30	£54		£40.50
Whole Afternoon 12:30-5	£54		£40.50
Whole Evening 5-11	£72		£54.00

5. Hire charges will be reviewed on an annual basis and implemented in October of each year; regular users will be informed of the new payment schedule in August. A Users Group meeting will be held each summer.

BOOKING INFORMATION AND PAYMENT

6. Bookings need to include time allowance for the event to be set up, and at the end, for the hall to be returned to normal. Hirers are not able to enter the hall before their booked time without prior agreement, and must vacate the premises by the end of their agreed hire time.
7. Bookings for part morning/part afternoon/part evening i.e. by the hour are agreed at the discretion of the Admin as timings may block potential other customer usage. For Party, and Single event bookings contact Lesley Blackburn (contact details as above), and for regular event booking please contact Suzy Jackson (contact details as above).
8. Party, Single, one off events must be booked online (<https://hallbookingonline.com/titchfield>) and paid for in advance. When you or the Titchfield Village Hall Administrator has made the booking, an invoice will be sent to you with details of how to pay by Credit Card or BACS. Your booking IS NOT secure until full payment has been made. Please inform Lesley Blackburn (contact details above) if you have difficulty paying this way. Hirers also are required have signed the Terms and Conditions to secure the booking. Two before your event, please text or email Lesley to make arrangements to collect and return the key.

9. New bookings for regular and repeat use must be directed to Admin to ensure availability and prevent clashes. Please put your details and requirements on the booking form and Suzy Jackson (contact details above) will contact you to go through your requirements and check availability with you. Agreement to the Terms and Conditions will need to be confirmed on the booking form. At confirmation of your regular booking, you will be sent a one off invoice of £10 to cover the cost of the key which will be issued to you.
10. Regular users will be invoiced during the first week of each month for events held in the previous month. Payment would be preferred by credit card or BACS, details of how to do this will be included in the invoice.
11. GDPR – General Data Protection Regulations. By completing and signing agreement to the Terms and Conditions for hiring the Titchfield Village Hall, you are giving express permission for the Titchfield Village Trust (TVT) to hold your organisations' information on the TVT hiring databases specifically for the administration of the Hire of the Village Hall and the Hallbookingonline database. The TVT hiring databases will not be used for any other purpose within the TVT organisation, except with the permission of your organisation. (For Hallbookingonline data protection conditions please go to their website <https://hallbookingonline.com>)

WHAT IS INCLUDED IN THE HIRE?

12. Included in the hire charge is full access to the heated hall, stage, sound system, projection screen, kitchen, committee room, male and female toilets, access to tables and chairs, oven, fridge, kettles (crochery, catering equipment, tea towels, bin bags etc must be provided by the hirer).
13. There is limited storage space for regular users. The Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises overnight.

CANCELLATIONS

14. Single Event users providing 2 weeks+ notice of cancellation will receive a refund of 80%. Refunds generally will not be made for cancellations with less than 2 weeks' notice, but this is at the discretion of the booking administrators.
15. Regular/Multiple Booking Hirers should provide notice of single cancellations and will not be charged. However, if multiple cancellations are made, the Administrator and the Hirer may need to review their bookings in order to not financially disadvantage the Village Hall.
16. The Titchfield Village Hall is required for use as a Polling Station for Parliamentary or Local Government election or by-elections. The Parish Room Committee therefore reserves the

right to cancel any hiring in the event of the Parish Room being required for use as a Polling Station. The HIRER shall be entitled to a refund of any deposit already paid.

17. In the event of the Parish Room being rendered unfit for hire, the Village Hall Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever
18. The Village Hall Committee reserves the right to refuse a booking without notice, or to cancel this hiring agreement, without giving any reason, at any time either before or during the term of the agreement, upon giving seven days' notice in writing (including emails) to the Hirer. The Hirer will be reimbursed the booking fee already paid, but the Committee shall not be liable to make any further payment to the hirer.

USE OF PREMISES – RESPONSIBILITIES OF THE HIRER

19. The Hirer shall not use the premises for any purpose other than that described in this Hire Agreement 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 the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol therein without the correct written permission.
20. The Fire Exit must be unlocked on entry and relocked at the end of the hire period. The hirer should also familiarise themselves with location of First Aid equipment and fire extinguishers.
21. At the end of the hire period the premises (hall, toilets, kitchen, committee room) must be left clean and tidy, floors swept (not mopped), waste bins must be emptied and rubbish placed in external bins provided or removed from site. **Failure to do so may result in a cleaning charge being applied.** Rubbish bags are not supplied.
22. Taps must be turned off in kitchen and toilets.
23. All equipment used, including tables and chairs, to be packed away safely and in the correct place at the end of the hire period.
24. Kettles must be emptied and disconnected; the fridge must be emptied of ALL food and drink unless agreed with the Booking Administrators in advance.
25. On leaving the building all rooms including the table store and lavatories must be checked to ensure windows are shut and locked, all lights, except emergency and security lights must be switched off and there is no one is left in the building.
26. Ensure main door is double locked on exiting. For Single Event Hirers, the key must be returned to the Booking Administrator as previously agreed.

27. All breakages must be reported to the Booking Administrator. The Committee reserves the right to make reasonable charges for any damage to the property and/or contents incurred during the use of the hall as covered in the Hire Agreement.
28. No unauthorised heating appliances may be used on the premises without the consent of the COMMITTEE. Under no circumstances may portable Liquid Propane Gas (LPG) appliances be used.
29. Any equipment used and/or stored at the hall is the responsibility of the hall user. If there are any queries please email the Booking Administrator(s) tprsuzy@gmail.com or Tprbookings@virginmedia.com
30. The Village Hall Committee will not be liable in the event of any Village Hall equipment failing in use; The Trustees undertake to repair or replace failed equipment as soon as practically possible but cannot be held responsible for any consequential liability.
31. **Keys:** Single event hirers must return key to Lesley Blackburn as per their arrangement. New regular users must pay £10 for a key to the premises. This is refundable at the end of the hire contract when keys are returned.

End of Session check lists are displayed on the hall hirer noticeboard and on the main door as you exit.

YOUR RESPONSIBILITY AS HIRER OF THE TITCHFIELD PARISH ROOM

During the period of the hire, the hirer is responsible for:

32. **Number of attendees:** Ensuring the number of people on the premises does not exceed, for either seated or for dancing, one hundred (100).
33. **Premises and contents:** General supervision of the premises, the fabric and the contents, their care and safety from any damage. Making good or paying for ALL damage (including accidental damage) to the premises or to its fixtures, fittings or contents and for loss of contents. No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without prior approval from the Bookings Administrators. The Hirer shall ensure that no decorations are attached in a way which would damage the property.
34. **Insurance:** Organisers of any event have a duty of care to their audience/members/attendees and they should ensure that they have the appropriate level of Public Liability for their event
35. The Village Hall Public Liability Insurance does NOT cover the users of the Building
36. The Village Hall Public Liability Insurance is ONLY for the Village Hall Committee

37. **Regulations:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority and the Management Committee or otherwise in connection with any event, which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.
38. **Noise:** The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night, and is responsible for maintaining orderly behaviour both inside and outside the Parish Room.
39. **Music:** The Titchfield Village Hall has a licence from the Performing Right Society and from the Phonographic Performance Ltd, so all forms of music in the Room are licenced.
40. **Gaming, betting & 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.
41. **Food Hygiene:** If preparing or serving food, must observe all relevant health and hygiene legislation and regulations.
42. **Equipment:** Ensure that any electrical equipment brought onto 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.
43. **Films:** The Hirer will abide by the British Board of Film Classification when any films are shown, especially in respect of showing films to minors.
Note: The hall is not licenced for the streaming of live programmes on any device.
44. **Explosives & Flammable Substances** shall not be brought into the Village Hall rooms. No flammable decorations are to be used in the hall and/or premises, no decorations are to be placed near electric fittings.
45. **Behaviour:** The behaviour of ALL persons using the premises.
46. That the strict NO SMOKING POLICY inside the Village Hall and outside in the memorial garden is strictly enforced. Any person in breach of this provision should be asked to leave the premises immediately (“Public Places Provision” of the Health Act 2006 and regulations).
47. **Alcohol:** organisers of an event shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor (a TEN notice from the Fareham Borough Council). The Titchfield Village Hall **DOES NOT** hold a licence to sell alcohol.
48. To avoid violent or criminal behaviour, care should be taken with the consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in the immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or any person suspected of being under the age of 25 without ID. Any person suspected of

being drunk, disorderly, acting in a violent manner or under the influence of illegal drugs shall be asked to leave the premises immediately. No illegal drugs/substances may be brought onto the premises.

49. **Animals:** The Hirer shall ensure that no animals except Guide Dogs/Disabled Dogs are brought into the premises other than with prior approval from the Bookings Administrators.

SAFETY

50. The Hirer must report all accidents involving injury to the Bookings Administrators as soon as possible and complete the relevant section in the Village Hall Accident Book. The Accident Book and First Aid Kit can be found in the kitchen. If any help is needed to complete the necessary form please contact the Bookings Administrators.
51. **Compliance with Children's Act 1989** The Hirer agrees to take such steps that are necessary to comply with the relevant Children's Act 1989 as they may apply in respect of the hiring and that a ratio of one adult supervisor to 10 children or better is maintained when multiple activities are involved and that and that only fit and proper persons have access to the children.
52. **Means of Escape:** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The Hirer shall check: that all escape routes are free of obstructions and can be safely used and that no fire doors are wedged open; that exit signs are illuminated; that there is no obvious fire hazards on the premises.
53. At least one person must be nominated as a Responsible Person for the Hire Period. (There must, in addition to the nominated RESPONSIBLE PERSON, be a minimum of one competent attendant on duty on the premises to assist people entering and leaving, none of whom may be less than eighteen years of age. If most of the attendees are under sixteen or disabled the number of attendants in addition to the RESPONSIBLE PERSON must not be less than two,) who will act as the Fire Marshall and Accident co-ordinator for the whole Hire period and Keep a Roll Call of everyone present
- a) Unlock the Fire Double Doors and open to test their functioning and then close.
 - b) Check the area immediately outside all Fire Doors, for any obstruction, in particular that the waste bins do not block a free exit.
 - c) Ensure the Fire Double Doors are closed but unlocked whenever the building is in use.
 - d) Ensure before leaving the building that the Fire Double Doors are shut and fully locked with the locking device
54. In the event of Fire the Fire Marshall MUST

- e) Evacuate the building immediately using the 2 Main Fire exits (Main Fire double doors & Main Entrance) (Use of the Committee Room external Door can also be made - same key as the main entrance)
 - f) Call the Fire Brigade (999)
 - g) Assemble everyone in the Queens Head Car Park or Barry's Meadow Car Park.
 - h) Conduct a role call to ensure everyone is accounted for (Give list to Fire Service)
 - i) Use the Fire Extinguishers and turn off the Gas & Electricity (see Room Layout Diagram in the Building), if it does not endanger life. e. Do NOT re-enter the building once evacuated, unless agreed by Fire Brigade
55. Use the fire extinguishers; follow the instructions for their use. Only on very small fires and if they are suitable:
- j) CO2 for electrical - Type A
 - k) Foam for non-electrical fires - Type B
56. .In the event of an Accident the Responsible Person MUST
- l) Call an Ambulance (999) if necessary
 - m) Record the details of the Accident in the Accident Book in the Kitchen
 - n) Immediately inform one of the Village Hall Booking Administrators if an ambulance is called

First Aid Kit is in the Kitchen if required

THE LEGAL BITS

This Hire Agreement constitutes permission only to use the hall and confers no tenancy or other Rights of occupation on the Hirer. If the Hirer is in any doubt as to the meaning of this document, the Booking Administrator should be consulted immediately.

By signing the completed Hiring Agreement, the Hirer indemnifies and keeps indemnified each Member of the Committee and the Committee'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. When it is considered appropriate the Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability and all claims arising as a result of the Hiring and on request shall produce the policy and current receipt or other evidence of cover to the Booking Secretary.

Failure to produce on request such policy and evidence of cover may render the hiring void and enable the Booking Administrator to rehire the premises to another Hirer.

When you make your booking you will be required to tick to confirm express agreement to comply with the above terms and conditions.