



Trudoxhill Village Hall
Foghampshire Lane
Somerset
BA11 5DG

Throughout this document, traditional terms are used but they are not intended to be gender specific. Thus, for example, the use of the title Chairman applies to incumbents and aspirants of either gender. Equally, he and his should be considered to imply she and hers, etc.

Policy: TVH008 – Conditions of Hire.

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It is essential that these conditions are read by anyone hiring the hall.

Completing and signing the Booking Form is an indication the Hirer accepts all the conditions below.

1. Application

Application for hire must be made on the appropriate paper form or online and the Hirer must await confirmation of any booking. The Management Committee's decisions as to the interpretation of these conditions shall be final and conclusive and the right is reserved to refuse any application without stating a reason. The Hirer must not be under 18 years of age and must accept responsibility for overseeing all activities both on and in the immediate area of the premises during the hire period.

2. Charges

A booking deposit of half the hire fee is payable when the application is submitted. After confirmation of the booking, the balance is payable at the latest 24 hours before the start of the event. (Alternative arrangements may be acceptable but only following agreement with the Management Committee). Additional payment due to damage may be charged subsequently.

The Management Committee reserves the right to charge an additional fee if the building and its immediate amenities are not left in a clean and satisfactory condition.

The Hirer should leave the premises in a clean condition by sweeping, hoovering, washing up etc. All tables and chairs must be returned to their original places.

All rubbish should be packed into appropriate plastic refuse sacks and taken with you or placed in the courtyard bin if pre-paid for. (see End of Session Checklist).

3. Variations in Charges and Conditions

The scale of charges and conditions of hire are subject to variation from time to time and the Hirer shall pay any revised charges and comply with any revised conditions deemed necessary by the Management Committee.

4. Cancellations

- In the event that the Hirer cancels the booking within a week of the event taking place, that part of the hiring fee already paid will be forfeited.
- If, in the opinion of the Management Committee, it is thought likely that the event may prove to be objectionable or undesirable in character the Management Committee reserves the right to cancel the booking, refund monies paid, and not be liable in any way for payment of compensation to either the Hirer or their Agent(s).
- The Management Committee reserves the right to cancel the booking confirmation upon giving appropriate notice in writing to the Hirer.
- The Management Committee reserves the right to cancel a hiring in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any monies already paid.

5. Period of Use

The Hirer will be allowed possession of the premises only on the date(s) and times booked, which must include adequate preparation and clearing up time.

In accordance with the Music and Dancing Licence granted to the Management Committee by the Licensing Authority, dances, films, recorded music, live music performances, and all similar entertainment, must cease and the building be closed not later than 12.00 midnight Monday to Saturday (inclusive). So, all functions should cease at least thirty minutes prior to these times, to enable the premises to be cleaned and locked. Dances will not normally be permitted on Sundays, Christmas Day or Good Friday. See also Clause 9 below.

6. Key Entry

Entry to the hall is by a key to the front door. This key is held in a code protected box situated to the left of the entrance to the side passage. The code will be supplied to the hirer on satisfactory completion and acceptance of a booking form. When leaving the hall, the key should be returned to the box and the code wheels left on a new random number.

7. Liability Issues

Neither the Management Committee or its officers or caretakers accept any responsibility for the safety of any money, or goods of any kind, brought into the building or its immediate environs by the Hirer or any other party. Money must not be left on the premises overnight.

CHILDREN MUST BE ACCOMPANIED AND SUPERVISED AT ALL TIMES AND MUST NOT BE ALLOWED TO ENTER THE KITCHEN, EXCEPT FOR THE SERVERY AREA TO COLLECT A MEAL.

In addition, the Hirer must be responsible for supervision of the premises including the fabric and the contents. They must monitor any damage and report it to the Management Committee as soon as possible after the end of the event. The Hirer is also responsible for the behaviour of all persons using the premises, both inside and out, including car parking arrangements on the road.

8. Sale of Intoxicants

- Trudoxhill Village Hall does not hold a licence for the sale of alcohol, and it is prohibited from storing liquor on the premises. Alcohol may be brought into the hall by the hirer on the day of the event but only if the Management Committee has agreed beforehand. It must be drunk on the premises. It is strictly forbidden to drink alcohol in the street outside the hall. It is therefore imperative that all such supplies be delivered and removed on the day of hire (including all empty bottles).
- The Hirer shall ensure that alcohol is not consumed excessively, and illegal drugs are not used. Drunk or disorderly conduct must not be allowed. Alcohol must not be given to any person suspected of being under the age of 18.

9. Use on Special Days

The premises are not normally available for hire on Good Friday, Easter Monday or Christmas Day, but the Management Committee may grant an application for hire for an approved purpose on any such day it thinks fit. Any such application for hire on these days must be made at least 10 days in advance.

10. Use of the Premises

The Hirer shall use the premises only for the purpose stated on the Booking Application Form and not for any other use. If it appears that the Hirer has made a material omission from, or misstatement on, the Booking Application Form, the duly authorised officer of the Management Committee may prohibit the continuation of the meeting, event, performance or entertainment and the Hirer shall indemnify the Management Committee against any claim arising out of such action. In such circumstances, the whole of the charges paid to the Management Committee by the Hirer shall be forfeited to the Management Committee.

Barbecues or other open fires are not permitted on the hall premises.

Safeguarding of children and vulnerable adults is the duty of the Hirer as outlined in our Safeguarding Policy. Where applicable the Hirer is responsible for ensuring that appropriate qualifications are held by the supervising person(s).

For the duration of the hire period, the hall must not be left unattended.

The Village Hall will not accept responsibility for any stored equipment or other property brought into or left at the premises. All equipment, other than that for which there is a storage agreement, must be removed at the end of each hiring or an additional fee will be levied.

At the end of the hire period, the Hirer will be responsible for ensuring all means of entry are securely locked and any keys returned to the Key Code Box. In addition, the Hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition with utensils and equipment returned to their original positions. The basic rule is the hall is to be left as the Hirer found it.

11. Restricted Use

- Auction sales and trade exhibitions will not be permitted under normal terms of hire except at the discretion of the Management Committee when they may be subject to special charges and conditions.
- No live animals are permitted on the premises other than Guide Dogs and dogs attending professional dog-training classes.
- Inflammable liquids or explosives, fireworks, articles producing an offensive smell and gas cylinders used for portable heating appliances must not be used on the premises. Please ensure that outside caterers/demonstrators are aware of this rule.
- No betting games, lotteries or draws shall take place on the premises unless they comply with the Betting, Gaming and Lotteries Act and then only if the provisions of the Act are complied with in all respects and with the agreement, in writing, of the Management Committee
- It is permitted to bring electrical appliances on to the premises provided they are safe, in good working order and used in a safe manner. The following items may not be brought on to the premises without the approval of the Management Committee: portable heaters inc. patio heaters, soldering irons, electric kettles, portable hotplates, or microwaves.
- Use of smoke machines is prohibited.
- The hall is a strictly 'No Smoking Area'.

12. Damage

Any damage to fixtures and/or fittings, or any part of the property or environs, which may occur during the period of hire, shall be the responsibility of the Hirer who shall pay on demand the cost of any such damage and shall indemnify the Management Committee against any such claim by third parties for the damage or loss arising from the Hirer's use. It is advisable that the Hirer arranges their own insurance cover. No fittings or fixtures may be removed, and anything which might in any way damage the interior or the furniture of the premises is strictly prohibited. Please do not use sellotape to secure decorations - please use blu-tac on wooden surfaces only, or string. Any loss of keys will be charged at £50.00.

13. Sub-Letting

The Hirer may not sub-let the premises unless permission of the Management Committee is given in writing.

14. Lighting

No alteration may be made to the lighting already provided. Additional lighting may be used, provided it is safe and in good working order and the Hirer accepts full responsibility for any malfunction leading to damage to the hall or contents thereof.

15. Use of Amplifying Equipment

Sound amplification is the responsibility of the Hirer and must be the minimum for audibility within the premises. It must not cause a nuisance to residents living close to the Hall.

16. Insurance

The Hall Management Committee has insurance cover for its legal liabilities, but Hirers should ensure that they have adequate insurance to cover their own liabilities.

17. Copyright

The Hirer shall not infringe copyright (for example in playing recorded music or films) and will indemnify the Management Committee against all sums of money, which the Management Committee may be required to pay by reason of any infringement of copyright occurring during the period of hire.

18. Attendance of the Police and/or Fire Service

If in the opinion of the Management Committee, Hirer or stewards acting on his behalf, the attendance of the Police or Fire and Rescue Services is required, the Hirer must pay for the attendance as necessary.

19. Enforcement of Regulations — Stewards

The Hirer must provide adequate supervision, with the use of stewards, if necessary, at all times both for the premises and the immediate outside areas. The Hirer must also ensure that there is compliance with all Conditions of Hire and any instructions issued by the Authorised Officer of the Management Committee.

The Hirer, or his responsible representative, must be present at all times. Discos and dances etc. must be adequately supervised both on the premises and in relation to parking in the road to ensure that they do not give rise to justifiable complaints.

20. Right of Entry

The Management Committee reserves the right of entry for its officers and authorised members to all parts of the building at all times. Employees of the Hirer are to be instructed accordingly.

21. Breakdowns or Accidents

In the case of any breakdown or accident resulting in the temporary closure of the premises or any facilities, no person shall be entitled to any compensation for any loss. When the Management Committee cancels the booking because of unforeseeable breakdowns, any fees paid will be refunded.

22. FIRE, HEALTH & SAFETY

(a) All exits, passages and gangways must be kept free of obstruction. Emergency 'EXIT' lights should be left switched on during every period of use of the premises.

(b) The maximum number of persons that can safely be accommodated on the premises is 150 but this also depends on the type of event i.e.

Main Hall

Closely seated audience 100 persons

Seated at tables only 90 persons.

23. SEATING ARRANGEMENTS for SHOWS, LECTURES ETC.

When the Main Hall is used for a function where the only seats in the Hall are a single row around the wall, the Hirer must ensure that no more than 120 persons remain in the Hall at any one time. When the Main Hall is used for a function which entails persons being seated in rows across the Hall, one behind the other, the Hirer must ensure that:

- No persons are standing in the gangways.
- The seats are arranged in rows with at least 12 inches between the back of one row of seats and the front of the next.
- A gangway of at least three feet six inches wide is to be provided at the centre of the Hall and a similar gangway is to be provided between the front of the foremost seats and the stage.
- The seating is to be arranged and placed in position by the Hirer and cleared and re-stacked after the function by the Hirer.
- The Hirer must observe any other instructions as to seating arrangements as laid down by the Management Committee.
- THE HIRER MUST ENSURE THAT ALL EXITS ARE UNOBSTRUCTED AT ALL TIMES.

24. FIRE

IN THE EVENT OF FIRE...

RAISE THE ALARM,

VACATE THE PREMISES IMMEDIATELY,

AND CONTACT THE EMERGENCY SERVICES.

The Main Hall has three exits for use in an emergency situation, such as fire. The Hirer must familiarise themselves with each of these on arrival for their function. If a fire is discovered, raise the alarm at once by shouting 'FIRE'.

On hearing the warning, everyone must leave the building at once, quickly and calmly, by the nearest available route. Escape routes are indicated by green signs. DO NOT stop to collect personal belongings.

If you suspect that there is a fire on the other side of a door, DO NOT open it.

When clear of the building, please proceed to the assembly area (the area at the far-right hand corner of the play park).

After ensuring everyone is out of the building, including the toilets, DO NOT re-enter the building until you are told that it is safe to do so.

PLEASE ENSURE THAT ACCESS TO THE HALL IS KEPT CLEAR FOR EMERGENCY VEHICLES.

25. FIRST AID KIT

There is a first aid kit available for public use at the village hall.

Any accidents should be noted on an Accidents Form situated in the Main kitchen. As soon as possible, ensure that a member of the Management Committee is aware of the accident. These forms will remain confidential, and a copy may be given to the Hirer if considered necessary by either party.

26. Reporting of Incidents, broken items or equipment

Any broken items, whether accidental or otherwise, or any item which is found to be broken but is not the fault of the Hirer, must be reported to the booking secretary at the end of the hire period.

27. Check List for Hirers

At the end of the hire period the hirer should consult the form entitled End of Session Check List (see below) to ensure they have taken all the necessary steps to leave the hall in the same state as they found it.

Please sign the Booking Application Form to indicate your acceptance of the conditions above.

It is important that you take the Conditions of Hire document with you to the Village Hall on the day of your event.

Trudoxhill Village Hall - End of Session Check List – please tick each item as it is completed.

Please complete when you leave and return the keys.

Cleaning materials in kitchen cupboard. Bin bags under sink. Please leave the hall as you found it.

Main Hall

- Check floor – wipe/mop spills and brush up debris.
- Leave furniture as you found it.
- Close all windows and external doors.
- Ensure all heaters and the heating is turned off.
- Stage (if used) - leave furniture as you found it.

Kitchen

- Return glasses/crockery/cutlery after cleaning to cupboard/drawer where found.
- Clear and wipe work surfaces
- Wipe oven, hob and sink
- weep floor, wipe any spills.
- Empty fridge of any food you brought with you.
- Empty rubbish into outside bin if paid for. Take with you if not.
- Turn off water boiler if used.
- Leave any wet or soiled tea towels hung up to dry in kitchen.

Toilets

- Make sure all toilets are flushed.
- Ensure that all taps are turned off.
- Check toilet lights are off - (Toilet lights are on a sensor)

Lights

- Turn off all lights inc. exterior lights.

Locking up

- Make sure all doors from Main Hall are securely locked.
- If storeroom door has been opened, ensure it is securely locked.
- Return key as arranged with Booking Secretary

Valuables

- No valuables of any kind must be left after the event has finished.
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Date.....Name..... Signature.....

The Hall Committee would appreciate any comments on improvements to the hall. (Please add below