

## Twerton Millennium Village Hall

Landseer Road, Twerton, Bath, BA21DX

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# TWERTON VILLAGE HALL TERMS AND CONDITIONS OF HIRE

- BOOKING:** All booking applications must be made through the online calendar (this can be done with the support of a volunteer) and paperwork emailed to [bookingstwertonvillagehall@gmail.com](mailto:bookingstwertonvillagehall@gmail.com) (or handed in to the hall prior to your booking). The person on this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs the Contract Hire Agreement.
- ENTRY:** for individual bookings Trustees / volunteers will meet you at the Hall 15 minutes before your agreed hire time to ensure the Hall is safe, to welcome you and explain the requirements of the Hall, what to do in the event of an emergency. Trustees will return at the end of hire to check the building and lock up. Please leave the building in the same state as you found it.
- REGULAR USERS:** Key safes are in use at the hall for all regular users. You are only permitted to use the hall at the allocated hired time slot. Lost keys need to be reported immediately. Contact [twertonvillagehall@gmail.com](mailto:twertonvillagehall@gmail.com) or ring 01225 427228 / 07943 544 407
- SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway. It is the Hirer responsibility to make sure fire exits are clear and for regular users to remove any locks or unbolt fire doors before booking starts and lock back up and the end. **DO NOT use smoke machines or e- cigarettes in the building this will set the alarms off.**
- COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, making sure the kitchen is clean and equipment used has been washed up and put away, making sure all rubbish is taken away with you, failure to do so will incur a charge as we do not have the facilities to take away extra rubbish. Make sure the property is locked and secured unless directed otherwise by authorised representatives of TVH and any contents temporarily removed from their usual positions properly replaced. Should this not be complied with TVH reserves the right to make an additional charge.
- SAFEGUARDING:** Our Safeguarding Policy is available for review; in summary our aim is to create a safe and welcoming environment, where everyone is respected and valued. Bullying, shouting, physical violence, sexism and racism will NOT be tolerated. Everyone has a role to play in safeguarding. All regular groups that work with children and vulnerable adults should have their safeguarding policies and reporting procedures in place prior to hire.

Individual Hirers take responsibility for the children or vulnerable adults in their care and should ensure 3<sup>rd</sup> party contractors have paperwork in place including insurance, DBS and risk assessments when employing them.

7. CHILD PROTECTION: In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate DBS checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring.
8. INSURANCE: The hall has valid premises insurance and a regularly reviewed risk assessment. All regular Hirers must have their required insurance in place. These are required to be shown annually to the Trustees and a copy will be kept on file while you hire the hall. Hirers documents will be regularly reviewed and requested at the same time as the AGM.

The Hirer acknowledges that the loss of any items left unattended is not covered by TVH insurance cover.

9. PARKING: The hire of the premises does include the use of parking facilities. TVH reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on site due to concurrent or overlapping activities on site.
10. EXCLUSIONS: The Hirer shall not use the premises for any purposes other than that described in the Hiring 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 to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
11. ALCOHOL: These are not licensed premises and no alcohol can be sold without a license from the local authority. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.
12. SMOKING: The entire premises and grounds are a No Smoking Zone. For safety reasons individuals should not smoke in the car park. The Law extends the smoking ban to 4 meters from an entrance used by pedestrians to get into or out of a building. There is a designated area for smoking by the main gate on the patio area, do not leave cigarette ends on the floor as the hall.  
**DO NOT use e- cigarettes in the building this will set the alarms off.**
13. MUSIC: The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to in writing to TVH at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the Halls premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 10.00pm.  
All keep fit / dance hirers need to have their own PPL license to play music of any kind.
14. PUBLIC SAFETY: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.
15. Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed 80.
16. EMERGENCIES: In anticipation of an emergency it is the Hirer's responsibility to ensure that he knows the location of first aid kits (this is kept in the kitchen), the nearest hospital and the like. In case a fire

please exit the building at the nearest exit and gather at the top of the car park on the right hand side. All hirers are responsible for overseeing that everyone in your booking party is accounted for.

17. **DAMAGE:** The Hirer shall indemnify TVH for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.

The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.

It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment. All music equipment, lighting or electric items being used by the hirer must be PAT tested, this is a legal requirement and proof of testing may be required, failure to do so will result in termination of your booking.

18. **CANCELLATION:** If the Hirer wishes to cancel the booking before the date of the event TVH request that you provide written confirmation via email and updated online  
A 48 hour notice period is required for all cancellations, failing to do so will incur full cost of the booking.

Regular bookings

- Are required to give 2 week notice period for holiday cancellations.
- Are required to give 4 weeks notice for cancellation of hire.
- TVH will only accept 1 cancellation of a single session per month.
- The Trustees will take into consideration circumstances out of your control.

If the above conditions are not adhered to, TVH reserve the right to ask for payment in full.

Individual booking (3 hours or over)

- Full payment and paperwork are needed to confirm your booking.
- £20 of the booking fee is non-refundable.

19. TVH reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.
20. TVH reserves the right to renew, vary or cancel any such regular arrangements even if the Hirer has a regular booking for the hire of the premises. This right will not be unreasonably enforced.
21. In the event the premises is rendered unfit for the use for which it has been hired TVH shall not be liable to the Hirer for any resulting loss or damage whatsoever.
22. **ACCESS:** The Hirer shall allow any duly authorised officer of TVH access to the premises or any part thereof at all times during the hiring.
23. **SECURITY:** CCTV has been installed to prevent and deter Crime to the Hall, also to provide safety for the staff and its users especially during late evenings when it is dark, it also promotes good behaviour and can assist Law enforcement. Our CCTV Policy is available for review

**Please keep this copy for your records**