



West Bretton Village Hall

Bretton Lane, WF4 4LB | westbrettonvillagehall@outlook.com |

Dear Hall Hirer:

We are very pleased that you have chosen to book our Village Hall for your special event and enclose a hire pack which contains details about the facilities at the Hall and how to operate them. We hope that this information will help you to plan your event to ensure maximum enjoyment for both you and your guests.

As the Hall is set within the heart of the village, it is well-used by different groups, from the over 50's club to private parties. It is easy for noise, music, and parking arrangements to have an effect on neighbours, and we would particularly ask you to look at the hire pack for guidance about the ways in which you can respect the community's needs – for example, by ensuring that the hall is clean and tidy when you leave (see checklist), that you vacate the hall within half an hour of the end of the hire period, that music is turned off at the agreed time (for an evening event), and that car parking is arranged to leave access to the hall in case of an emergency (see standard terms and conditions of hire).

The Village Hall is managed as a Charity and funding needs to be carefully allocated. If damage is incurred during an event, the deposit paid as part of the hire agreement will have to be withheld.

There is a thorough checklist at the end of the pack and the standard terms and conditions of hire are found on the third and fourth pages of the pack.

Please do check all the general information in this pack at your leisure and let us know if you have any queries. We would welcome your comments and wish you a very enjoyable time at West Bretton Village Hall.

Sincerely,

Leonard Bartle David Spaul Kay Atkin

Chair

Secretary

Bookings Officer

For the West Bretton Village Hall Management Committee 2022



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BOOKING FORM:

A COPY OF THIS DOCUMENT must be signed and returned with your payment and deposit:

Your booking will only be confirmed via email upon receipt of this contract.

THIS AGREEMENT is made on the date (1) and between the **HALL** (2) and the **HIRER** (3) named below whereby in consideration of the sum(s) mentioned (4):

A THE COMMITTEE agrees to permit the **HIRER** to use the premises (5) for the purpose (6) and the period(s) described below,

1.	Date of agreement :		
2.	The Hall : Bretton Memorial Institute, Bretton Lane, WF4 4LB		
3.	The Hirer :	Address :	
	Organisation :		
	Named Person:	Contact Number* :	
4.	Payment : As per relevant current hall hire		
	Hire fee* : Payable on signature of this agreement, made payable to Bretton Memorial Institute : £		
	Security deposit of £80 : payable by a second and separate cheque to 'Bretton Memorial Institute' and post-dated to the date of your event. This will not be cashed provided all conditions of the agreement are fully observed. In this respect, the Management Committee's decision is final.		
5.	Premises and period of hire : Please tick & complete hours as required		
	Main Hall		From: Until:
	Committee Room		From: Until:
	Bar		
6	Purpose of Hiring* :		
7	Email address for details of key collection* :		

B THE HIRER agrees with the Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's "**Terms and Conditions of Hire**" for the time being in force as attached (an understanding of which the Hirer acknowledges) together with the "Special Conditions of Hire" set out in the Schedule annexe (if any).

SIGNED by the person named at 3(b) above on behalf of the organisation named in 3(a)

SIGN NAME



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PRINT NAME

Terms and conditions of hire

Nothing to worry about its,just our standard conditions of hire. These conditions recognise that the Village Hall is a community building maintained by volunteer effort to provide an attractive and comfortable venue for groups and individuals to meet at modest cost.

The vast majority of our hirers take the same care as we do in ensuring the hall continues to fulfil this role and in protecting the hall and all its users against unfortunate incidents of damage or negligence on the part of hirers. Use of the hall is unsupervised, and there is a duty of care on each individual hiring the hall to ensure the hall is used responsibly and safely.

In these Standard Conditions of Hire, we use “you” to describe the hirer and “us” to describe West Bretton Village Hall Management Committee.

1. When you sign a hire agreement for the hall with us, you agree that it is your responsibility to ensure you and any of your guests or visitors to your event while you are hiring the hall observe these conditions.
2. We will aim to ensure that the hall is clean and in a fit state for you to use at the beginning of your hire period. If you find that the hall is not in a satisfactory state, you should telephone the booking secretary or leave a message on the booking line on the day of your hire or the following day stating the problem.
3. We will provide compensation as follows:
 - a. Hall not left in a fit state by a previous hirer: £15
 - b. Failure of heating, lighting or other mechanical failure rendering the hall unusable: 100% of hire fee
 - c. For other complaints, at our discretion.
4. You agree to respect the hall's strict no smoking policy and ensure that no members of your group or guests or visitors smoke anywhere inside the building.
5. You accept responsibility for the health and safety of your visitors and anyone else using the hall during the period of your hire.
6. You and your visitors agree not to drive or park any motor vehicles on the grassed areas, or immediately in front of any fire doors.
7. You agree not damage the hall or its property in any way. In particular you agree not to attach items to the walls or other surfaces of the hall with pins, adhesive tape, glue (white tack, or non-mark leaving equivalent is accepted) or to move any items which have been fixed or secured in place.
8. You agree to report any damage to the hall or any breakages, damage or loss to any hall property during your period of hire to us immediately after the hire, either by telephone or in writing.
9. You agree to ensure that any music or amplified sound cannot be heard outside the hall so that it will be a nuisance to the halls neighbours, and that noise from guests arriving at or leaving the hall does not disturb our neighbours. In particular, we wish you to observe that there are number of private residences close to the hall that can be affected by excessive noise from the hall. You agree to turn off any music being played at 11pm unless otherwise agreed in advance.
10. You agree to leave the hall clean and in a fit state for the next user. In particular, you agree to ensure that all tables and chairs are put away in the main hall; that all floors are swept and left clean and dry; all kitchen surfaces are clean and dry; that the toilets are left in a clean state and that any litter or rubbish is removed from any of the areas you have used.
11. You agree to ensure the building is secure when vacating the premises.
12. You agree to vacate the hall within 30 minutes of the expiry of your hire period.
13. You may arrive at the hall 30 minutes before the booked time to set up the room(s), but you are not allowed access to hall outside of the hire period described on your hirer's agreement. Anyone using the hall, or anyone you have engaged to



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provide equipment and services, such as caterers, must both deliver and collect all their equipment during the period of your booked session only.

14. You are not allowed access to any part of the hall you have not booked and paid for in advance.

15. You may not vary the purpose of hiring without informing us in advance. We reserve the right to cancel bookings where the use is deemed unsuitable.

16. You may not exceed the licensed capacity for the hall, which is 175 persons in the main hall and 25 persons in the Committee Room.

17. If you are organising a children's event for children under the age of 16, please note that the ratio of adults to children in a public place, such as the hall, should be a minimum of 2 adults for up to 8 children then one additional adult for each additional 8 children.

18. Alcohol is available at the bar, please ensure bar hire is selected on your booking if you wish to use this facility as we need to provide bar staff for the duration of your event.

19. In the event that you do not observe all of the conditions of hire, you agree to pay that pay the balance of any additional expenses or fees after the amount of your deposit has been deducted, to make good any damages or cover additional fees incurred. We agree to determine any additional expenses or fees fairly and describe fully how we have calculated them. Additional fees or expenses may include:

- a.** The cost of repairs or replacement, materials and labour to make good any loss or damage during your hire.
- b.** Any additional cleaning or work required to prepare the hall because you did not leave it in a fit state for the next hirers, at a rate of £20 per hour plus £15 compensation to any groups so affected.
- c.** Any other items determined by us as a result of your failing to observe the conditions of hire.

20. If you have to cancel your booking, we will refund your booking fee provided you give us at least 31 days' notice. If you cancel with less than 31 days' notice, then we will refund the same amount only if we are able to find an alternative user, otherwise no refund will be made.



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Hire Agreement

Please read the Hire Agreement and the Standard Conditions of Hire carefully. Both are Legal documents and form the basis of a contract between you, the Hirer, and the Village Hall Management Committee. In the event of damage as set out in the Conditions of Hire, or if additional cleaning is needed because of mess left behind, the Committee will exercise its right to withhold all or part of the deposit and may require additional payments to cover costs.

Health and safety

While the Village Hall does everything in its power to ensure the buildings and its contents should present no risk or hazard to users, we remind you that you are responsible for the health and safety of your visitors or guests while hiring the hall. We ask you to take common sense precautions to ensure that the health and welfare of your visitors are not compromised. Common risks to avoid are the ensure that:

- **fire exits are not blocked**
- **fire doors (that includes most internal doors and all external doors) are not propped open**
- **wires do not trail across the floor where they can be a hazard or that electrical equipment or wiring is placed anywhere it may be exposed to moisture;**
- **people do not climb on chairs, tables or other structures;**
- **safety equipment such as fire extinguishers and emergency lighting are not tampered with;**
- **children and others are not allowed to run in the hall**
- **children are not allowed in the kitchen at all without careful supervision.**

Fire and other emergency

In an emergency, such as fire, standby lighting will come on if there is a power failure. If you feel it is safe to tackle the fire there are fire extinguishers located along the main corridor and within the committee room. There is also a fire blanket within the kitchen.

Fire exits are located at the main doors, in the main hall, and two in the committee room.

Ensure that people leave quickly and calmly without stopping to collect belongings.

From the Committee Room, the means of escape is via the fire door or double doors to the decking. From the main hall you can exit through the fire doors directly to the car park or come out of either hall door and turn to the main entrance or committee room to exit.

Check that no one is still in the building. Close as many windows and doors as you can on leaving. The emergency assembly point is by the bowling green at the back of the overflow car park. Do not assemble on the car park directly next to the building which will be needed by the emergency services. Take a moment to plan how you would evacuate the hall, lead people to safety and call the emergency services should a fire or major incident occur while you are at the hall.

Accessibility

Users with disabilities enjoy flat, step-free access to the hall through the front door. A fully accessible WC is available.

Capacity

Take care not to exceed the licensed capacity of the hall, which is 175 persons in the main hall and 25 persons in the Committee room. This is a health and safety requirement and will invalidate the hall's insurance



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Car parking

The car park adjoining the Village Hall is provided for the users of the hall. Parking is strictly “first come, first served”. This should be done considerately, ensuring access to the main road and back car park is always clear. Please park close, to ensure the maximum use of the parking area. Please note that the car park cannot be hired or reserved: other users may have use of the car park.

Keys

Entry to the Hall is via the front door. The keys you are given will unlock the lock on the double doors. When leaving, make sure this is properly locked. **Please return the key to the lock box immediately after your hire period.** A separate key unlocks the committee room, if you have hired this room. Again, entrance is via the main front door. If you have hired the kitchen the code for the lock will be provided. **Losing the keys will result in a £25 fee being deducted from your security deposit**

First Aid kits

There is a first aid kit which contains essential supplies. The kit is stored in the kitchen to the right hand side of the cooker. **It would be helpful if you could tell the booking officer if you had to use any item, so that it can be replaced and complete the incident book located within the first aid kit.**

Heating

The committee room has electric heaters located on the walls each of has a switch. The main hall is heated via electric heaters which are centrally controlled – please find the heater switched in the corridor by the hall door next to kitchen.

Kitchen.

The cooker is a four ring electric oven. If not working it may be turned off at the wall (large red switch on wall behind). There is also a domestic fridge We have an electric water boiler for larger events and kettles for smaller event. Please remove all food etc you have brought with you from the kitchen and especially from the refrigerator. Do not switch the fridge off when you leave.

Crockery, cutlery and glasswear

We have a good range of crockery, cutlery and glasswear. There are 50 sets for children which are plastic to avoid breakages and 75 sets for adults. We also have a number of jugs, serving bowls, platters alongside pans and utensils for the cooker.

Rubbish.

There is refuse bin outside the committee room fire exit. This is emptied once a week. We also have a recycling bin on site, please use for items suitable for recycling.

Please do not leave any refuse next to the bin as the refuse contractors will not pick it up and it may attract vermin. If you do leave rubbish on the floor one of our volunteers will have to move your rubbish instead, for which we may make a charge.

Smoking

Smoking is not allowed in any part of the building or outside on the decking.



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Tables and chairs

These are stored on and under the stage in the main hall. There is no charge for their use. There are 8 lightweight folding tables on the stage, underneath the stage there are a number of wooden tables which can also be used. Chairs will be stacked on movable trolleys at the end of the hall. Please return them after use.

Window Curtains

Please ensure you use the curtain cords for opening/closing the curtains in the main hall, do not pull the curtains themselves. **Please close all doors and windows before leaving the building.**

Viewing the Hall

The hall may be viewed by arrangement with the booking's officer or a key holding committee member.

Items left in the hall

Please note that Bretton Memorial Institute can accept no responsibility for loss of items from the hall. All items found in the hall and not belonging to the hall are donated at the end of each month to a local charity of our choosing.

Important considerations while you are using the hall

Keep emergency exits free of obstructions.

In an emergency do not assemble on the car park – this area will be needed by the emergency services.

Please assemble next to the Bowling Green at the back of the car park.

Please ensure all radiators and cooking appliances are turned off when not needed and before you leave.

Please consider our neighbours with regard to noise – both with any music you are playing and when guests are leaving.

Keeping doors closed will help cut down any noise considerably.

Finally, please remember that there is no resident caretaker; the hall is run and managed by volunteers and we ask all our users to look after the hall, to use it responsibly and to leave it in the state you would wish to find it.

We hope you have a safe, happy and successful event and enjoy using our village hall.

We thank you for choosing to use our hall and hope to welcome you again



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Check out list - Cleaning up afterwards

Please ensure you follow the check out list below - there are also copies up in the hall. The hall should be clean before you leave. There is no resident caretaker and it is up to all users to look after the hall.

Failure to follow the check out list may result in your security deposit being withheld

All non-hall materials and equipment must be removed (e.g. anything you have hired or brought)
All items found and not belonging to the hall are removed and donated once a month

- 1** Floors swept and any spills cleaned up
(a broom, dustpan, brush and vacuum are kept in the cupboard near the entrance)
- 2** All Toilets inc disabled + Changing facilities (if used) clean
- 3** All Kitchen surfaces wiped down (if used)
- 4** All windows and doors closed securely.
- 5** Curtains drawn back and left open (in summer), closed (in winter) to assist with temperature control
- 6** Cooker burners and oven turned off, kettles/urns turned off. Washing up done, dried and returned to relevant cupboards
- 7** Fridge emptied of anything you brought.
- 8** Bins emptied to external biffa bin / recycling, and bin bags replaced
- 9** All lights switched off. Switches in the passage by the kitchen.
- 10** Front door locked. Check patio doors to decking (if used) Return Key to lock box/committee member