



WIGMORE VILLAGE
COMMUNITY CENTRE

TERMS AND CONDITIONS FOR HIRING

(Jan 2025)

1. GENERAL INFORMATION

1.1 The premises are managed by the WVCC management on behalf of the WVCC Trustees, a registered charity - Number 1189883.

1.2 The premises are non-profit making, providing a service to the community, and rely on the co-operation of all users. Hiring charges cover running expenses (includes utilities where appropriate), general maintenance and making improvements to the building.

1.3 The trustees want you to enjoy the facilities and to continue to make good use of the premises.

1.4 Hire of the premises is available by those aged 18 or over

1.5 Hall capacities:

- Main Hall
 - Chairs in close rows (cinema style): 120
 - Dancing: 150
 - Seating with tables only: 100
- Café room
 - Standing 40
 - Seated up to 30

1.6 Hirers are expected to familiarise themselves with the facilities, exit routes, and fire extinguisher locations.

1.7 The Hall, Meeting Room(s), kitchen and Servery to the Meeting Room can be booked online via wvcc.co.uk

1.8 If there is not a booking before or after, hirers have up to an hour to set up and clear down either side of their allocated time slot. To ensure there is enough time, it is advisable to book the extra time. This ensures fairness for all hall users and prevents conflict.

1.9 Hirers are responsible for the following:

2. NOISE, NUISANCE AND DISTURBANCE TO NEIGHBOURS

2.1 Ending all functions by midnight unless granted an exemption by the WVCC management.

2.2 Ensuring that the minimum of noise is made on arrival and departure, particularly late at night or early in the morning.

2.3 Preventing nuisance to our neighbours, particularly at large, well-attended events by:

- Avoiding traffic congestion outside the hall by directing cars to the three nearby carparks
- Organising smooth and legitimate access to the hall, by ensuring that all guests/visitors have the correct invitation or tickets
- Ensuring that activity (especially music) is contained within the hall and external doors are kept closed
- Preventing food and drink (especially alcohol) being consumed outside the hall
- Maintaining good behaviour on the premises and its surroundings and ensuring that there is minimal disturbance outside the hall

3. FIRE SAFETY (Regulatory Reform (Fire Safety) Order 2005)

3.1 Appointing a 'Responsible Person' to ensure all activities are conducted in a way safe from Fire. (We recommend that the location of Fire Exits, Fire Extinguishers and toilets be advised to all groups at the start of an event. These are displayed on a floor plan in the Entrance Foyer.) A First Aid box and Accident Book are kept in the kitchen

3.2 Ensuring that no flammable materials are stored anywhere in the hall

3.3 Ensuring that any material in agreed storage does not obstruct any fire exits and must allow easy access by other hirers

3.4 Ensuring that access to and from Fire Exits are kept clear of obstructions at all times

3.5 Ensuring that the number of persons on the premises do not exceed the number shown at paragraph 1.5 above, in accordance with the fire regulations

3.6 Smoking is prohibited throughout the hall and at its entrances and exits.

3.7 Obtaining the consent of the Bookings Secretary for the storage of materials and/or equipment

3.8 Ensuring that everything is stored tidily and secure in places agreed by the Bookings Secretary

4. INSURANCE & DAMAGE

4.1 The WVCC insurance only covers public liability and loss caused by Fire, Theft or Storm damage.

4.2 Regular Hirers are advised to take out their own insurance for their particular activity and responsibilities

4.3 People booking the hall for occasional private hire may find that their own household policy might provide cover, but each user must check with their insurance provider.

4.4 All materials, kitchen goods and other equipment are stored at the owner's risk unless otherwise insured by them

5. CONDUCT & CLEANING

5.1 Hirers must leave the premises in the same state as they were found upon entry, unless a cleaning charge has been booked and paid for prior to the event

- Sweeping the floors
- Ensuring that all rubbish, recycling, bottles etc are removed from the premises
- Flushing the toilets and leaving them clean and tidy
- Replacing Tables and Chairs as found
- Nothing is to be stuck or pinned to the walls
- Switching off all internal lights

5.2 No Gambling, Betting or Lotteries shall take place on the premises

5.3 The consent of the Bookings secretary must be obtained before decorating the Hall

6. FOOD & CATERING

6.1 Hirers must leave the kitchen in a state of cleanliness, fit to be used by the next hirer.

- Cleaning and returning kitchen crockery or equipment, if used.
- Preventing the Kitchen from being used for any other purpose
- Preventing animals from entering the kitchen
- Taking away food and perishables.

7. SECURITY

7.1 Hirers must lock all doors as instructed after leaving the building, returning the key and reporting any damage to bookings@wvcc.co.uk

7.3 The WVCC Management reserves the right to enter the hall at any time during any event.

8. CHILDREN (Child Care Act 2006)

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Child Care Act 2006 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer should be made aware of the Village Hall Safeguarding Policy (to be found in the Display folder). The Hirer shall provide the Village Hall Committee with a copy of their DBS check and Child Protection Policy on request.

9. LICENSING

The WVCC has a Premises Licence for up to 12 events per year. Currently hirers may organise their own temporary event notice (TEN) for an event, but this must be discussed with management as early as possible beforehand. The receipt for any TENs licence must be shown to the booking secretary at a minimum of ten days before the event.

10. FEES, PAYMENTS, DEPOSITS AND CANCELLATIONS

10.1 Details of current hire fees and returnable deposits are available at www.wvcc.co.uk.

10.2 A key deposit is not required however if the key is misplaced/stolen, the hirer will be charged for key cutting

10.3 A deposit of up to £150 is required for occasional Hirers, which will be returned provided that:

- After inspection a deduction may be made for the costs of minor damage or losses incurred.
- No nuisance has been caused to neighbours which has been reported to, and upheld by, The Village Hall Committee.

10.4 Payment must be received on receipt of invoice, or the first booking (if a group of bookings), unless agreed with the WVCC management. The WVCC management reserves the right to cancel any booking where payment is not received

10.5 Cancellations or amendments to any booking must be made in writing or by email to bookings@wvcc.co.uk at least 7 days in advance of the booking. Failure to give 7 days' notice will result in the hirer being liable for the full hiring fees of that booking.

11. IMPORTANT – NOTICE OF CONTRACT

These terms and conditions are available as hard copy at Wigmore Village Community centre. By proceeding with booking the hall you are making an agreement to accept and comply with them.

We thank you for your co-operation and hope that you enjoy the use of the Hall and its facilities. We are keen to receive any feedback from you and hope that you will recommend us to your friends and families.