

# Wolvey Village Hall Foundation

## Terms and Conditions of Hire

Organisers of functions and events at the Village Hall must ensure that these conditions are met;

### General

1. Definition: The term "Hirer" means the person named on the booking form.
2. Responsibility for the premises and any keys/door codes rests with the Hirer during the period of access to the Hall. The hire period must include set-up and clear-up times. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.
3. The Hall holds a public entertainment licence. The current capacity of the main Hall is as follows:
  - Closely seated 130 (theatre/auditorium style)
  - Seated at tables 100 (family dinner/classroom style)
  - Dancing – no tables 130
  - Seated at tables with dancing 100

It is the responsibility of the Hirer to ensure (eg: by ticketing and door control) that no greater number attend their event.

4. The Garden Room has a maximum capacity of 32.
5. Hirers and their guests should consider local residents when parking and not obstruct any access.
6. Music must end at 23:30, and the hall must be vacated by midnight.
7. Young people must be appropriately supervised.
8. Smoking is not permitted anywhere on the premises.
9. The use of fireworks is strictly prohibited.
10. Hirers must familiarise themselves with the escape routes and keep these and access to fire extinguishers clear.
11. Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into the Hall.
12. Public Liability is the responsibility of the Hirer. Commercial hirers, and those charging fees must provide a copy of their public liability insurance to validate their booking.
13. Hirers must comply with the Safeguarding Policy of Wolvey Village Hall Foundation.
14. Hirers must comply with the Health and Safety Policy of Wolvey Village Hall Foundation.
15. Hirers must comply with the Equality Policy of Wolvey Village Hall Foundation.
16. Hirers must comply with the WiFi Online Acceptable Use Policy of Wolvey Village Hall Foundation.

### Housekeeping

17. Nothing is to be fixed to the walls or floor by means of tape, pins, or blu-tac or similar.
18. The memorial board must never be covered.
19. Furniture should not be dragged in a way that the floor is marked.
20. All Hirers are to ensure that the appropriate 'trolley' is used when setting out and re-stacking chairs.
21. Chairs must be stacked facing the wall and no more than 4 high in the Garden Room and 6 high in the Main Hall.
22. Tables should be stacked upright, 10 in each trolley cage.
23. The retractable canopy over the Garden Room patio must not be used when raining and MUST be stored in its closed position before leaving.
24. Children and animals are not allowed in the kitchen.
25. It is the responsibility of the Hirer to assess the risks of hot food and drinks.
26. No apparatus or equipment of any description may be left on the premises without the prior agreement of Wolvey Village Hall Foundation Management Committee.

# Wolvey Village Hall Foundation

27. No liability whatsoever is accepted by Wolvey Village Hall Foundation for equipment left or stored on the premises, even when a charge is made for its storage.

## Alcohol

28. Alcohol must not be sold without the appropriate licence.
29. The Hall has a Premises (Entertainment) Licence as required under The Licensing Act 2003. A Hirer who wishes to sell alcohol at an event must apply for and receive the appropriate licence(s). Licence Holders will be required to produce a certificate at the time of booking and certificates MUST be available at the time of the event.
30. Licensing rules must be followed.
31. Hirers and visitors must ensure that alcohol is not consumed by those under 18.

## Leaving

32. Ensure that the Hall is left clean (including the kitchen and toilets) and tidy ready for the next user.
33. Close and lock all external windows and doors.
34. Leave internal doors open where possible to provide good air circulation.
35. Ask users to leave quietly out of respect for our neighbours.
36. Put rubbish in the correct wheelie bins outside or take your rubbish home if the bins are full.

## Payment & Cancellation

37. Regular Hirers will be invoiced monthly in arrears.
38. Occasional Hirers will be invoiced on acceptance of booking.
39. Full payment is required on invoice.
40. Occasional Hirers will be charged a deposit, which will be refunded in full after a satisfactory inspection.
  - A. For the avoidance of doubt, whether there is a loss or not, your deposit will not be returned if;
    1. You breach our Terms and Conditions of hire.
    2. A committee member is called out to deal with a justifiable complaint from neighbours.
    3. The police are required to attend to deal with disorder.
  - B. A full or partial deduction from your deposit may be made if any repairs and/or additional cleaning are required.
41. Payment for bookings must be made by the Hirer named on the booking form and any deposits will only be refunded to that named Hirer.
42. We require a minimum of 48 hours' notice for any late changes to bookings and any such changes will not take effect until approved in writing.
43. Any additional cleaning, waste disposal, or repairs required will be charged to the Hirer or deducted from the deposit at the discretion of the Committee.
44. Cancellation must be made by e-mail to [admin@wolveyvillagehall.co.uk](mailto:admin@wolveyvillagehall.co.uk). Once a booking is paid for, a £15 administration fee will be charged on any cancellations made with more than 14 days' notice. Booking fees will not normally be refunded if less than 14 days' notification of a cancellation is given.
45. Wolvey Village Hall Foundation Management Committee reserves the right to cancel any booking by giving notice in writing and returning the hiring charge and deposit, should the purpose of hiring the Hall be in any way improper or unauthorised, or should the building be required as a Polling Station, or in a case of force majeure. The Committee shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.
46. Wolvey Village Hall Foundation Management Committee reserves the right to enter the Hall at any time during an event and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use.