

Horsley Village Hall

Terms and Conditions of Hire

All Hirers of the Horsley Village Hall will be subject to these Terms and Conditions of Hire.

1. Standard Conditions of Hire

- a. All applications for the hire of the Hall must be made on the Hall website ([Hall Bookings – Horsley Village Hall \(horsleyvillagehall.org\)](https://horsleyvillagehall.org)) or the latest version of the Booking Form which is available from the Booking Secretary. This should be completed and sent to the Hall Booking Secretary.

The person who books the Hall electronically online or signs the application shall be considered to be the Hirer. Where an organisation is named, that organisation shall also be considered the Hirer.

- b. Bookings made on the Website are provisional bookings only until confirmation has been received from the Booking Secretary and any payment required paid.
- c. The Hirer of the Hall must be aged 18 years or over.
- d. The Village Hall may only be accessed during the times stated on the booking form.
- e. The hire period includes 15 minutes before and 15 minutes after the booked time to enable hirers to set up and to clear away. The Hall must be vacated by the end of this period. If the room is not cleared within this time a further charge will be levied at the minimum charge being one hour.

2. Charges & Cancellations

- a. Current hire charges are as set out on the Hall website and are subject to change from time to time by the Trustees. Charges are for whole hours with one whole hour being the minimum booking time. Following the one hour minimum hire of the hall, booking can be extended at intervals of half hours 15 minutes either side of booking remains.
- b. A discount on the normal booking charges will be applied for Hirers making 12 bookings or more (where bookings made together and pre-paid) and for residents of Horsley, Northumberland. These discounts may be withdrawn or amended at any time by the Trustees without further notice.
- c. Payment is required to secure a booking. The Trustees may in the absolute discretion waive the payment in advance for longstanding Hirers of the Hall or accept a deposit for full day hire charges, however the cancellation charges would still apply in all instances.
- d. Under certain circumstances, at the discretion of the Trustees, a separate deposit (or bond) may be required to ensure that the Hall is left in a satisfactory condition. This is refundable to the payee, once the Hall has been found to be in satisfactory condition after the booking.
- e. Payment should be made by bank transfer or by cheque made payable to "Horsley Village Hall Trust"
- f. Cancellation:

- i. Should the booking be cancelled within (and including) 14 days prior to the booking, the hire charge shall be forfeit unless the entire booking time is able to be re let to a new Hirer, in which case the full amount will be returned.
- ii. Should the booking be cancelled by the Hall a full refund of deposits or hire charges paid will be given.
- iii. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Trustees shall not be liable to the Hirer for any resulting loss or damage whatsoever. The Committee does not accept liability for any accident or nuisance or damage to persons or property during the preparation of, or during the event.

3. Hirer Responsibility

- a. The Hirer, during the period of the hiring, is responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity. This includes proper supervision of car-parking arrangements to avoid obstruction of the highway.
- b. The Hirer shall be liable for:
 - i. The cost of repair of any damage done to any part of the premises.
 - ii. All claims, losses, damages and costs in respect of damage or loss of property or injury to persons, arising as a result of the use of the premises (including the storage of equipment) by the Hirer.
 - iii. All claims, losses, damages and costs made against or incurred by the Horsley Village Hall Trust as a result of any nuisance caused to a third party by the Hirer.
- c. Horsley Village Hall Trust has its own Public Liability Insurance. If you are charging people to attend your event you will not be covered by the Village Hall's insurance and the Hirer will need to have adequate insurance of their own
- d. The Hirer shall not use the premises for any purpose other than that applied for and described in the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose. The Hirer shall not do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
- e. The Hirer will adhere strictly to the time and dates stated in the booking form.
- f. Smoking is not permitted in any part of the Hall and the responsibility of enforcement is with the Hirer.
- g. The Hirer shall have due regard for the residents of the area. With any musical events or those involving noise of any kind, the Hirer will undertake to ensure that no undue nuisance be caused.
- h. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Magistrates' Court or otherwise particularly regarding any event which includes public dancing, music, plays or other similar public entertainment.

- i. The Hirer will ensure that only the toilets and conveniences in the area of the hall booked shall be used and not those located in other areas of the Hall.
- j. The Hirer shall not use candles (other than battery operated) or other naked flames without the express consent, obtained in advance, of the Trustees.

4. Public Safety, Safeguarding and Welfare.

- a. The Hirer shall comply with all Conditions and Regulations made in respect of the Hall. All Policies and Procedures are found in the Operation Manual in the Village Hall kitchen, and on the Horsley Village Hall website.
- b. The Hirer should ensure they are familiar with emergency procedures within the operation manual / policy file and on Horsley Village Hall website. Any electrical equipment brought in by the Hirer to the premises should be in good, safe, working order and electrical items should be PAT tested.
- c. Safeguarding Child and Vulnerable Adults

The Hirer shall ensure that any activities for children, young people and other vulnerable groups shall only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. The Hirer will on booking indicate that they have read and will abide by all policies and procedures set out by Horsley Village Hall Trust in relation to Safeguarding vulnerable groups and any attendees at events/ activities or gatherings at the hall.

Any safeguarding issues that may arise at an event organised by the Hirer must be notified to the Safeguarding Officers of the Village Hall within 24 hours. Contact details of Safeguarding Leads can be found in Village Hall policy folder kept in the Village Hall kitchen.

If any Hirers are providing any kind of regulated activity, they are responsible for sourcing their own DBS clearance in line with advice set out by the UK government. Valid DBS certificates with the appropriate level of clearance must be viewed by a Trustee before any session / event can go ahead. Information relating to DBS and whether it is required can be found at:

Children

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf

Adults

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739152/Regulated_Activity_with_Adults_in_England.pdf

- d. Alcohol
 - i. The Hall does not have a licence for the sale of alcoholic drinks. The Hirer may ask a Licensee to provide and sell alcoholic drinks at their event and use the Licensee's licence.
 - ii. The Hall has adopted the 'Challenge 25' policy. Hirers and bar staff should ask for ID from any person appearing to be under 25. This should be checked for authenticity and that the date of birth allows the person to purchase alcohol.

5. Heating Main Hall

The heating for the Village Hall is controlled by a timer set by the Village Hall and cannot be altered by the Hirer.

6. Food Preparation & Kitchen Standards

- a. The basic principle of hygiene is the general 'good practice' for food preparation at the Hall and for food brought in.
- b. The kitchen must be left clean and tidy after use.
- c. If there are any specific items being served where there is a risk of allergy, these should be highlighted.
- d. The use of deep fat fryers is strictly prohibited.

7. At the end of the hire period

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise.

The Trustees request that the Hirer follows the following guidelines:

- a. Any contents temporarily removed from their usual positions must be correctly replaced.
- b. Please log any maintenance issues identified in the notebook provided.
- c. The Hall cleaner looks after the general cleaning of the Hall, but we do ask all Hirers to ensure that they:
 - i. Empty the bin beneath the central unit in the kitchen into the refuse bins in the car park.
 - ii. Wipe all tabletops and replace chairs in stacks not exceeding ten.
 - iii. Ensure all rooms are left clean and tidy.
- iv. Secure the safety of the Hall by checking that all windows are closed.
- v. All kitchen appliances should be switched off.
- vi. Any use of the First Aid Box should be recorded in the Accident Book.
- vii. Finally, switch off all lights and lock the outer door then return the key to the nominated person or the Key-safe where keys were initially collected. The code for the key safe will be given on confirmation of booking.

These Terms and Conditions are subject to additional amendment and alteration by the Trustees of the Hall and no notice of these will be required to be given by the Trustees. All questions of interpretation will be at the discretion of the Trustees.