

# **Itchen Abbas and Avington Village Hall**

## **TERMS AND CONDITIONS OF HIRE**

### **General booking information**

When you hire the hall (via the Hallmaster online booking system), you agree to:

- ensure that the hire period you book allows sufficient time for setting up before your event and, in particular, for clearing away and cleaning after your event
- pay the full hire fee and a security deposit, as specified in your invoice, at least 28 days prior to your event
- complete the necessary forms if you intend to sell alcohol at your event (even if the price is included within the price of a ticket to the event) or to use candles / nightlights or have a bouncy castle
- consider the neighbours by ensuring that the volume of any music is kept at a reasonable level, the hall doors and windows are kept closed if necessary and guests leave quietly at the end of the hire period
- vacate the premises at the end your hire period, and for evening bookings no later than midnight. This is in accordance with our licensing.

### **Collection of keys**

The Hall Manager will arrange for someone to meet you at the hall at the start of your hire period (or earlier) in order to hand over the keys and answer any questions you may have. Alternatively, the Hall Manager will make other arrangements, such as giving you the code to the relevant key box.

### **Use of the premises**

As the Hirer, you must ensure that the hall is only used for the purpose specified on the online booking form. You must not sub-hire the premises, or allow them to be used for any unlawful purpose or in any unlawful way.

Specifically, but not exclusively, you must not allow:

- the consumption of alcohol by minors
- the use of any illegal drugs
- any activity that contravenes the law relating to gaming, betting and lotteries
- any form of 'adult' entertainment
- the attendance of under-age children at films which carry an age restriction
- the release of Helium Balloons is not permitted
- the release of Chinese Lanterns and the use of Fireworks is prohibited on any part of the premises of Itchen Abbas and Avington Village Hall.

### **Supervision**

As the Hirer, you are responsible for the care and supervision of the premises, and for the behaviour of all persons present. You are also responsible for supervising car parking arrangements in order to avoid any obstruction of the public highway.

You must ensure that there are sufficient responsible adults (over the age of 25) present for the number of people in attendance at your event:

- at least 2 responsible adults present for any event with up to 25 people in attendance
- at least 4 responsible adults present for any event with over 25 people in attendance

The number of responsible adults present must be doubled if the majority of people attending are under the age of 16.

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### Health and safety

To minimise the chances of accident or injury, we ask all Hirers to adopt a common sense and responsible attitude to health and safety.

The responsible adults mentioned above must be familiar with the location and operation of the fire extinguishers, as well as the procedures for orderly evacuation of the hall in the case of fire or other emergency. (Please see the 'Fire Procedures' document for more information.)

You must ensure that chairs, tables and other equipment are arranged in such a way as to allow free and easy access to the fire exits, and with consideration for people's safety in moving around them.

It is your responsibility to ensure that any outside agencies you employ for your event (such as catering companies, bands, DJs, etc):

- have had all the electrical equipment they bring into the hall PAT tested within the last 12 months
- have valid public liability insurance

You must obtain written permission from the Hall Manager and adhere to certain conditions if you wish to use candles / tea lights at the hall. (Please see the 'Candle Permission' form for more detail.)

### Health and hygiene

As the Hirer, if you - or any outside catering company - are preparing, serving or selling food at your event, you must ensure that all relevant food, health and hygiene regulations are observed.

You must not allow any animals (or birds) except Guide Dogs to be brought into the hall buildings, other than for a special event agreed in advance by the Village Hall Committee. No animals whatsoever are to enter the kitchen at any time.

### Protection of children

As the Hirer, you are responsible for the supervision and general safety of all children (under the age of 18 years) while they are on the premises. You must be present throughout the period of hire.

You must ensure that any activities for children under 8 years of age comply with the provisions of the Children Act of 1989 and that the relevant checks (eg. DBS) have been carried out on people with unsupervised access to the children.

You must take all reasonable steps to keep children out of those parts of the hall that might present a potential danger to them (eg. the kitchen, cleaners' storeroom) unless they are supervised by a responsible adult. The boiler room is not to be entered by anyone unless in an emergency to isolate the electricity.

### Accidents and dangerous occurrences

As the Hirer, you must report any accident involving injury to the public to the Hall Manager as soon as possible. Certain types of accident or injury must be reported to the Local Authority, and the Hall Manager will assist with this.

The first aid box can be found in the kitchen.

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### **Cancellation**

We reserve the right to increase our Hire Charges at any time, even subsequent to a booking having been agreed. If the revised Hire Charge is not acceptable to you, you have the right to cancel your booking

Otherwise to this and as the Hirer, if you cancel your booking, we reserve the right to make a cancellation charge as follows:

- charge if notice of cancellation given less than one month before the event  
= the full amount of the deposit paid
- charge if notice of cancellation given more than one month before the event  
= 50% of the deposit paid

In special circumstances, we may waive or reduce the amount of the cancellation charge.

The Village Hall Committee also reserves the right to refuse a booking or to cancel a booking at any time, without being obliged to give a reason, and in this case we will offer compensation where appropriate. This will, however, be limited to a maximum of the hire fee for the event, and the Committee will not be liable for any further and/or consequential losses.

### **Damage & Cleaning**

As the Hirer, you are responsible for ensuring that the hall is left clean and tidy, in a suitable condition for use by the next hirer. If you have moved anything in the hall, you must return it to its usual place. All rubbish generated by your event needs to be removed from the hall and taken elsewhere for disposal.

If you use them, you are also responsible for checking and tidying the grounds around the hall (including the children's play frame) after your event.

Please let the Hall Manager know of any breakages or any damage as soon as possible.

You are responsible for paying the full cost to repair any damage to the Hall or its equipment that happens as a result of your hire. You are also responsible for any costs resulting from your failure to follow these Terms and Conditions and we have the right to use your deposit to cover these costs.

### **Return of keys**

At the end of your hire period, unless otherwise agreed, you must close any windows you have opened, lock all external doors at the hall and then post the keys back through the letterbox in the kitchen door (or return them to the key box from where they came).

### **Our commitment**

The Village Hall Committee will do its best to provide the hall and facilities in a suitable state for the activities agreed via the online booking process to take place, but we can't be held liable for any circumstances or events outside of our control.

If, through our own fault, we are unable to provide the hall and facilities in a suitable state, we will reimburse you appropriately.

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## **TERMS AND CONDITIONS OF HIRE**

### **And finally ...**

All bookings must be made via the Hallmaster online booking system (and subsequently confirmed by the Hall Manager). By making a booking in this way, you are automatically agreeing to these Terms and Conditions.