



## **Worth Matravers Village Hall - Terms and Conditions of Hire**

For the purposes of these conditions, the term 'Hirer' shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. If the Hirer is in any doubt as to the meaning of any part of the following, refer to the Village Hall Bookings Officer or any one of the Trustees. Contact details on our website, see below.

The Hirer, by accepting the keys to the building, has read and agrees with the following Conditions and Special Conditions below.

THIS DOCUMENT, along with the Guidance Notes & Instructions for Hirers SHOULD BE PRINTED AND TAKEN WITH YOU TO THE HALL for you and your guests to read.

The hall is to be returned fully cleaned (including your washing up!) If you would like us to arrange cleaning for you, (not including washing up) please ask, and add £40 to the hire cost.

Setting-up and pack-down periods before and/or after your event are free of charge but must be booked – they will be made available provided the facilities are not booked to another user.

Payment in full for all hirings is due on collection of the keys or before. Cash, or cheques made payable to 'Worth Matravers Village Hall'. BACS payments may also be arranged prior to the hire date. Please ASK if you need an invoice.

The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, for ensuring their safety and avoiding damage to them, and to be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.

No Blu-Tac or Sellotape to be used anywhere. The hall is nicely decorated, and we would not want to have to charge you for keeping it that way.

Phones - A landline is available in the hall, as well as WiFi Broadband. The WiFi login password is on the notice board. Hirers are responsible for payment of all phone charges incurred by the Hall during their tenure; any costs will be invoiced at the end of the month following your hiring.

The Hirer shall not use the premises for any purpose other than that described at the time of booking, and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

The sale, or inclusion of alcohol in a ticket requires the hirer to obtain a license. The Hirer shall be responsible for obtaining such licence as may be needed and we, the Village Hall Management Committee require sight of this. A Temporary Event Notice Application Form may be accessed on our website under [Documents](#). Once obtained the Hirer must hand the licence to the Bookings Officer or any one of the Trustees. Contact details on our website, see below.

It is the responsibility of any Hirer running a musical event or an event involving music to check that they are covered by the Village Hall Performing Rights Society licence and to take any necessary action to ensure that their event is covered.

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays or the sale or supply of intoxicating liquor.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

The Hirer shall ensure that any electrical appliances brought by him/her to the premises and used there have a valid PAT certificate attached and are used in a safe manner.

Health and Safety - in the interests of the health and safety of their participants, when planning the event, the Hirer may find it expedient to complete a Risk Assessment. Access to a simple HSE Risk Assessment Template is available on our website under [Documents](#).

The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

Subject to agreement by the Committee, public liability insurance is available to charitable organisations, voluntary organisations, not-for-profit groups and individuals using the Hall when hired or loaned out to them.

The above insurance cover does **not** extend to commercial organisations, public authorities or other organisations hiring the Hall for gain. Hirers who do not meet the limitations on our policy must obtain their own insurance cover and the Committee may require sight of this cover. The Hirers Public Liability Summary may be accessed on our website under [Documents](#).

The Hirer must report to the Bookings Secretary all accidents involving injury to a member of their party or members of the public using the hall during their hire. Any failure of equipment either that belonging to the Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. A member of the Management Committee will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Committee. And no animals whatsoever are to enter the kitchen at any time.

The Hirer shall ensure that any activities involving children under eight years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons have access to the children.

The Hirer shall not carry out or permit fly-posting or any other form of unauthorised advertisements for any event taking place at the Hall, and shall indemnify the Committee accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

If the Hirer wishes to cancel the booking before the date of the event and the Management Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the deposit or fee shall be at the discretion of the Committee.

The Committee reserves the right to cancel ANY hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

The Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days-notice in writing to the Hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the Hirer to the Committee but the Committee shall not be liable to make any further payment to the Hirer.

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 and for properly replacing any contents temporarily removed from their usual positions, otherwise the Committee shall be at liberty to make an additional charge.

The Hirer shall ensure that the minimum of noise is made on arrival and departure.

## **SPECIAL CONDITIONS**

The Hirer shall ensure that no more than 150 (one hundred and fifty) persons shall be in the premises at any time and that no more than 50 (fifty) of those persons shall be present in any one room at the same time.

**THE HALL CAN ONLY SEAT AROUND 60 GUESTS AT TABLES** using all rooms. The main hall seats a comfortable 40, five tables of eight, and up to 50 theatre style.

The Hirer shall ensure that:

- no candles, pyrotechnics or other devices involving the use of real flame are used on the premises;
- highly flammable substances are not brought into, or used in, any part of the premises;
- no portable Liquified Propane Gas (LPG) appliances are brought into, or used in, any part of the Premises;
- no balloon(s) filled with flammable gas is/are brought into any part of the premises;
- no hangings or other internal decorations of a flammable or combustible nature are erected in any part of the premises.
- any noise including live or loud music is to be reduced to background from 11pm and is to cease at midnight.

- guests are informed that the hall is in a residential area in a quiet village; noise is to be kept to a minimum, particularly when leaving the hall late at night.
- All equipment must be left in a clean condition and any breakages reported to the Committee.
- No smoking is permitted anywhere in the building.
- No excessive noise to annoy neighbours.
- All waste and recycling is to be left in the appropriate wheelie bins or bottle boxes outside on departure.
- All doors and windows are to be secured before leaving.
- The heating is to be left as you found it, turned back down to 12.5 degrees in the winter. It will default to this temperature after 2 hours.

## **FURTHER INFORMATION AND CONTACT DETAILS**

THIS DOCUMENT, along with the Guidance Notes & Instructions for Hirers SHOULD BE PRINTED AND TAKEN WITH YOU TO THE HALL for you and your guests to read.

Contact Details:

Bookings Officer – [bookings@worthmatraversvillagehall.org](mailto:bookings@worthmatraversvillagehall.org)

Telephone number is on the website in the Contact Us tab together with the email addresses of our Trustees - [www.worthmatraversvillagehall.org](http://www.worthmatraversvillagehall.org)

A Printable pdf version of these Terms and Conditions together with Guidance Notes & Instructions for Hirers, Hirers Public Liability Summary and all the forms referred to above are available on our website.