Bromham Village Hall

Hire Terms & Conditions

Introduction

If the **Hirer** is in any doubt as to the meaning or application of any of these Terms and Conditions, the Village Hall Administrator should be consulted before proceeding.

For the purposes of these Terms and Conditions, the term **"Hirer"** refers to the individual making the booking or, where the booking is made on behalf of an organisation, the authorised representative who signs the Hiring Agreement.

Acceptance of a booking constitutes full acceptance of these Terms and Conditions.

1. Period of Hire

The period of hire shall be as specified in the Hiring Agreement. The booked period must include sufficient time for:

- Access to the premises
- Setting up and decorating
- Deliveries and collections
- Rehearsals or preparation
- Clearing away and cleaning
- Vacating the premises
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The Caretaker is not authorised to extend the period of hire. The Hirer must ensure that all persons have vacated the premises by the end of the booked period.

2. Terms of Payment

Where a requested date is available, the Hall may be held provisionally for up to three days pending receipt of:

- A completed Booking Form; and
- The required Holding Deposit

If these are not received within this period, the Hall reserves the right to release the booking without further notice.

A booking shall only be deemed confirmed when:

- A completed Booking Form has been received.
- The required Holding Deposit has been paid; and
- The Hall has issued written confirmation

The full booking fees must be paid no later than twenty-eight (28) days prior to the event. For bookings made within twenty-eight (28) days of the event date, full payment including holding deposit shall be due at the time of booking.

Failure to pay any outstanding amounts by the due date may result in cancellation of the booking at the Trustees' discretion.

3. Holding Deposit

A Holding Deposit will be required at the time of booking. The amount payable shall be determined in accordance with the Hall's Booking Deposit Policy, considering the duration, nature and risk associated with the event.

The Deposit serves two purposes:

1. To secure the booking; and
2. Once the full hire fees are paid it will act as a Security Deposit

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The Security Deposit will be retained until after the event and will normally be refunded within fourteen (14) days, provided that:

- All Terms and Conditions have been complied with
- The premises are left in a satisfactory condition
- No damage to equipment or facility has occurred
- No additional cleaning is required
- No substantiated complaints arise
- No loss of equipment
- No other reasonable costs arising directly from the hire

Where costs exceed the Deposit, the Hall reserves the right to recover the balance from the Hirer.

4. Cancellation of Booking

If the Hirer cancels more than twenty-eight (28) days before the event: - The Holding Deposit will be retained

If cancellation occurs within twenty-eight (28) days or less:

- The full hire charge will be retained
- The Holding Deposit will be returned.

Regular hirers are expected to provide as much notice as possible of cancellations and, where feasible, not less than four weeks.

5. Unfit for Use

If the Hall becomes unavailable or unfit for the intended use, the Trustees shall not be liable for any consequential loss. Any monies already paid will be refunded in full where appropriate.

6. Refusal or Cancellation by the Hall

The Trustees reserve the right to refuse or cancel any booking where they consider this necessary. In such cases, all monies paid will be refunded. Liability will be limited to the return of fees paid, and no further compensation will be offered.

7. Public Liability Insurance

The Hirer is responsible for ensuring appropriate insurance is in place where required. Commercial hirers must hold suitable Public Liability Insurance and provide evidence upon request.

Where specialist equipment (e.g. bouncy castles) is used:

- The Hall must be notified at the time of booking
- The hirer must provide evidence of Public Liability Insurance (minimum £5,000,000 cover) must be provided at least 28 days in advance

The Hirer must ensure all contractors and suppliers are properly insured and comply with health and safety requirements.

8. Alcohol

The Hall is a licensed premises; therefore, alcohol **must not** be brought onto the premises by hirers or their guests. The bar will be arranged by the Hall Administrator, for any function requiring it. Please note The Bar Manager is **not authorised** to extend opening hours; these must be agreed at the time of hire.

9. Licensing and Legal Compliance

The Hirer must ensure all activities comply with:

- The Hall's Premises Licence
- Licensing and copyright legislation
- Any conditions imposed by relevant authorities

Any required licences must be obtained by the Hirer unless agreed otherwise.

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10. Use of the Premises

The premises may only be used for the stated purpose.
The Hirer must not:

- Sub-let or transfer the booking
- Use the premises unlawfully
- Endanger people or property
- Undertake activities that invalidate the Hall's insurance
- Exceed the occupancy limits advised at time of hire

11. Fire Safety

The Hirer must familiarise themselves with:

- Fire exits and alarms
- Firefighting equipment
- Evacuation procedures
- All Fire Exits must remain clear at all times.
- Smoking and vaping are prohibited within the building.

Costs arising from negligent activation of fire alarms may be charged to the Hirer.

12. Hazardous Activities and Materials

Prohibited or restricted activities include (but are not limited to):

- Naked flames or candles
- Fireworks, flares, or pyrotechnics
- Hazardous substance
- Unsafe equipment
- Unauthorised alcohol provision
- Exceeding occupancy limits
- Use of smoke or similar effects must be agreed in advance.

13. Electrical Safety

All electrical equipment must be safe and properly used. The Hall may require evidence of testing (e.g. PAT testing). Unsafe electrical equipment must not be used.

14. Accidents and First Aid

The Hirer must ensure adequate first aid provision is provided for their event. All incidents must be reported promptly. Legal reporting obligations remain the responsibility of the Hirer.

The Hall provides two first aid kits for emergency use one located in each of the kitchens. Hirers remain responsible for making appropriate First Aid arrangements at their event.

15. Health and Hygiene

The Hirer must comply with food hygiene regulations. Kitchen facilities must be left clean and tidy. All food brought into the halls must be removed from the building and either taken away or disposed of in black bin bags and placed in the Biffa bin located in the car park.

16. Gaming and Lotteries

All gaming or lottery activities must comply with relevant legislation. Any required licences must be obtained in advance.

17. Supervision and Safeguarding

The Hirer is responsible for:

- Behaviour of attendees
- Supervision of children and vulnerable adults

- Safe use of the premises
- Compliance with safeguarding legislation

Where required:

- DBS checks must be in place
- Adequate supervision must be maintained at all times

Animals are not permitted except:

- Assistance Dogs
- Pre-authorised animals

Damage or defects noticed during the hire, should be reported to the Hall Administrator as soon as practicable.

Maximum occupancy limits must not be exceeded.

18. End of Hire

At the end of the hire, the Hirer must ensure:

- Premises are clean and tidy
- Furniture is returned
- All equipment removed
- Waste disposed appropriately
- Building secured

The Hall must not be left unattended until formally handed back. Additional charges may apply for cleaning or damage.

Schedule of Special Conditions

The Hirer Must:

- Allow sufficient set-up/clear-down time
- Vacate on time and with respect for our neighbours
- Leave all areas clean and tidy
- Return all furniture to their designated locations
- Dispose of waste correctly – a bin is provided within the car park for waste.
- Hirers must take all reasonable steps to minimise noise disturbance to neighbouring properties, particularly in the car park and surrounding areas. Guests should leave quietly and respect our neighbours at all times.
- Follow instructions from staff

Failure to Comply with any of the terms and conditions may result in:

- Immediate termination of hire
- Loss of all monies paid
- Recovery of any additional costs
- Refusal of future bookings
- Any other action deemed appropriate by the Trustees