



Shutford Village Hall – Terms & Conditions of Hire

- a) Private bookings are only available to residents within the community, or persons whose booking is supported by a member of the community, who take full responsibility for the event. This includes making payments and deposits, and taking full responsibility for any damage that may occur at the event. Should repairs to any damage or cleaning up after the event exceed the value of the deposit placed, it is the responsibility of this community resident to make additional payments to cover all costs incurred.
- b) Commercial bookings can only be accepted if the hirer holds full Public Liability Insurance.

1. Responsibilities of the Hirer to Shutford Village Hall Committee

- 1.1. The hirer shall be **over 18 years of age** and is responsible for the following:
- 1.2. Fire regulations are adhered to. When opening the hall for any event, all external doors must be unlocked: the **french doors are particularly important fire exits and should be unlocked at all times throughout the period of hire.**
- 1.3. The hire times are adhered to. Normal end time is no later than 11 p.m. Please liaise with the Hall Committee if a later finish time is required.
- 1.4. The Hall must be cleared immediately after the function except by prior arrangement with the Hall Committee. It must be left in the same condition in which it was found.
- 1.5. All the supplied equipment such as chairs and tables are put away in the storeroom as indicated. All hirers own equipment is cleared away.
- 1.6. **Once the hall is vacated all doors are locked and windows closed.** Keys are returned as instructed.
- 1.7. The areas used, including the kitchen, are left clean and tidy otherwise a cleaning charge will be made.
- 1.8. All rubbish is to be taken away by the hirer.
- 1.9. All hire charges to be received at least 7 days before the day of use. A returnable deposit of £150 may be required at the time of a booking, this deposit will cover the cost of late cancellation or damage. Remaining deposits will be returned to the Hirer after the event. Regular hirers should discuss payment arrangements with the Hall Committee.
- 1.10. If the hirer wishes to cancel the booking before the event, the deposit paid is not refundable (although in the case of smaller value booking part of the deposit may be returned at the discretion of the Hall Committee).
- 1.11. The Hirer shall not sublet the hiring or use the premises for any unlawful purpose or in any unlawful way do anything or bring onto the premises anything that may endanger the property or public or may in any way invalidate any insurance policy held by the Hall Committee.
- 1.12. The Hirer shall indemnify the Hall Committee for the cost of repair of any damage done to the property during the hiring, including the curtilage thereof or of the repair or replacement of the contents of the premises as a result of the hiring. Any such repairs or re-placement of property to be organised by the Hall Committee and invoiced to the Hirer. The Hall Committee reserves the right to charge the Hirer for any loss of income due to wilful damage during the hiring of any part of the Hall.
- 1.13. In the event of any accidents please record them in the accident book.
- 1.14. Although some areas of the Kitchen are suitable for wheelchair use, the hirer should be aware that, due to the limitations of space, not all furniture is entirely suitable for use by wheelchair bound users without the aid of an ambulant or reasonably semi-ambulant person, and therefore it is recommended that disabled visitor(s) be accompanied by, or the Hirers group to include, an able bodied helper when using the kitchen facilities.





2. Responsibilities of Shutford Village Hall Committee

- 2.1. **Reservation and use of the Hall is entirely at the discretion of the Hall Committee. The Hall Committee reserves the right to refuse any booking in the interests of protecting the Hall and managing ongoing repair and maintenance costs.**
- 2.2. The Hall Committee accepts no liability for personal injury caused to any person on the premises outside the scope of its Property Owner's Liability Insurance.
- 2.3. The Hall Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a polling station or similar purpose. In this case the Hirer shall be entitled to a full refund of any monies paid if an alternative booking date is not acceptable or available.
- 2.4. In the event of the Hall or any part thereof being rendered unfit for use the Hall Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. In this case the Hirer shall be entitled to a full refund of any monies paid if an alternative booking date is not acceptable or available.
- 2.5. The Hall Committee retains the right to enter the premises during any function for the purpose of checking on security, safety and compliance with the conditions of hire.

3. Regulations Concerning the Use of the Hall

- 3.1. Car Parking: There is no facility for car parking at Shutford Village Hall. Please park considerately around the immediate location of the hall. The lay-by is for loading/unloading and setting down of passengers ONLY and should NOT be used as a parking place.
- 3.2. Maximum capacity of the Village Hall at any time is 80 people seated or 100 people standing.
- 3.3. It is not permitted to sell alcohol on the premises without the benefit of a Licence. In order to sell alcohol at your event you must state this at the time of booking. You must ask our permission before applying for a TEN from the local authority.
- 3.4. You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).
- 3.5. You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.
- 3.6. Equipment requirements must be indicated on the booking form and rental and setting out charges pre-paid.
- 3.7. Chairs and tables stored inside are for inside use only.
- 3.8. Regular Hirers wishing to store equipment within the Hall may do so only through agreement with the Hall Committee and a rent may be charged. Insurance of such equipment shall be the responsibility of the Hirer.
- 3.9. The Kitchen is designed and provided for light food preparation and serving of refreshments (normally cooked or prepared off-site).
- 3.10. A list of rules for the use of the Kitchen is posted on the notice board in the hall and on a notice on the kitchen wall – these should be adhered to at all times.
- 3.11. No children under 12 years of age are to enter the kitchen.
- 3.12. Food and Hygiene regulation compliance is the responsibility of the Hirer. The Village Hall Committee is in no way liable for any instance when a Hirer fails to comply with Food and Hygiene regulations and any consequences thereafter.
- 3.13. The Kitchen must always be completely cleaned after every use and all kitchen equipment used must be thoroughly cleaned and put away after use.
- 3.14. Clothing and valuables are taken onto the premises at their owner's risk.





- 3.15. It is the responsibility of the hirer to ensure that all Fire Exits are kept clear at all times. Observance of the occupancy levels is a mandatory legal requirement. Please ensure that guest numbers are within these limits.
- 3.16. A strict **No Smoking** policy applies to all areas of the hall and no naked flames or candles are permitted.
- 3.17. No heavy or sharp equipment, likely to damage the floor is to be used in the Hall. Please clean up spillages promptly to avoid damage.
- 3.18. No sticky substance, nails, pins etc. are to be used on the walls, ceilings or floors.
- 3.19. The Hirer shall control excessive noise or disturbance of others. Minors must be adequately supervised.
- 3.20. Care must be taken to avoid noise when leaving the premises, particularly at night.

4. WiFi Services

- 4.1 When using the WiFi service you agree at all times to be bound by the following provisions:
 - a) not to use the WiFi service for any for the following purposes:
 - i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - iii) interfering with any other persons use or enjoyment of the WiFi service; or
 - iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
 - b) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.
- 4.2. Termination of the WiFi service
We have the right to suspend or terminate our wifi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:
 - (i) if you use any equipment which is defective or illegal;
 - (ii) if you cause any technical or other problems to our WiFi service;
 - (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;
 - (iv) if you resell access to our WiFi service; or
 - (v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

Agreement: I wish to reserve Shutford Village Hall. I have read and agree to abide by the terms and conditions of hire set out above. I understand that the reservation will only be guaranteed once I have received the booking form which will be returned to me by e-mail / post. I understand that I must pay the hire charges in full before commencement of the hire.

Agreement: I take full responsibility for the event I am booking. This includes making payments and deposits, and taking full responsibility for any damage that may occur at this event. Should repairs to any damage or cleaning up after the event exceed the value of the deposit placed, it is my responsibility to make additional payments to cover all costs incurred.

Name:

Signed:

Date:

