

STANFORD DINGLEY VILLAGE HALL

Terms and Conditions of Hire

Personal Responsibility: For all lettings, there must be one named person (nominated in writing, and approved by the hall booking clerk) who is responsible for the supervision, care and safety of the premises, fabric and contents and the behaviour of all persons using the premises whatever their capacity. This person must be over 21 years of age and ensure that all the following conditions are met:

Liability: The hall has public liability insurance but hirers should ensure that they have the necessary insurance to cover all aspects of their event. The Committee will not be responsible for the loss of, or damage to, the hirer's property. The hall and grounds must be left in a clean and undamaged condition. In extreme cases costs for cleaning, repairs or loss replacement will be levied on the hirer.

Appropriate Use: The premises must not be sub-hired or used for any unlawful purpose or in any unlawful way. Users are required to fully disclose their intended use of the hall. The cost of repairing any damage to any part of the property or contents will be charged to the user responsible.

Capacity: The building accommodates no more than 50 people in total. For close-seated audiences in the hall, the capacity is 40; seating should be arranged with an aisle wide enough to accommodate wheelchair users.

Parking: The Hall is situated on a narrow country lane with regular heavy agricultural traffic movements. No more than two cars can be parked on the lane. Additional parking can be arranged with the landlord of The Old Boot Inn (John Haley 0118 974 4292) which is about 50 metres away. Charges may apply.

Entrance: Please use the main entrance. Arrangements for getting access to the keys will be covered as part of the booking process.

The Hall: Please leave the rooms clean, tidy and secure, or you may incur an extra charge. Tables and chairs should be wiped down and put away tidily as found, floors vacuumed and sticky spills cleaned up.

Kitchen and food preparation: Hirers must abide by the hall's health and hygiene standards (posted in the kitchen) and must observe the food safety regulations. They must inform the booking clerk if they are preparing food for sale.

Please notify the booking clerk if the fridge is required so it can be switched on in advance to allow it to be at the correct working temperature.

When leaving the hall, please make sure that the fridge, cooker, urn and kettle are turned off at the mains. Floors and surfaces should be cleared of crumbs and spills. All equipment should be washed and put away. *Users are advised to bring their own tea towels, as they are not provided. Any breakages should be reported and paid for.*

NOTE: Bringing onto the premises any propane gas heaters or cooking equipment without the express written permission of the Committee is strictly prohibited.

Water: Please check that all taps are turned off before leaving the hall.

Lavatories: Please flush toilet before leaving.

Lights and Heating: Turn off all lights. Please do not adjust the heating controls.

Rubbish: Please take your rubbish with you when you leave.

Cupboards and Equipment: Groups should confine their equipment to the agreed space and keep cupboards tidy. Hall users must NOT use equipment stored by other groups without their direct permission.

Licences: The hall is not currently covered under a Premises License.

Alcohol: You must inform the SDVH Management Committee if alcoholic drinks are to be available at the event. Sale of alcohol is not permitted unless the hirer has gained an appropriate license. Provision of a bar for your own use is permitted providing no charge is levied. Alcohol should NOT be stored or left in the building. Alcohol is NOT to be consumed by persons under the age of 18. Alcohol is NOT to be consumed outside of the building. *The hirer accepts responsibility for full compliance with the Licensing Act 2003.*

Bouncy castles: To comply with our insurance policy, bouncy castles are not permitted unless by prior arrangement with the SDVH Management Committee.

Smoking: Smoking is not permitted anywhere on the premises, inside or out.

Fire Escape: The building has two exit points; the main front door and a back door

Exits are marked and should be kept clear at all times. The Fire Brigade must be called to ANY outbreak of fire. There are 3 fire extinguishers (water, powder & CO2) and a fire blanket in the kitchen. Do not tamper with fire extinguishers or discharge them except in emergencies. Should an extinguisher be discharged FOR ANY REASON, please inform the hall booking clerk immediately.

Other Safety and Security Considerations:

1. The hirer must ensure that there are enough responsible adults for adequate supervision at events involving children, young people or vulnerable adults.
2. Any electrical equipment brought into and used in the hall must be safe. Any damage caused by faulty equipment will be charged to the hirer.
3. There is no public call box in the village and mobile phone reception is variable. In an emergency use your mobile outside in the lane and away from the hall, for the best signal.
4. There is a defibrillator ('AED') in the village located within the old phone box next to the Bull Inn. If you think someone needs it call 999 and you will be given the code to release the defibrillator which can be brought to the hall.
5. There is a first aid kit in the kitchen cupboard under the counter.
6. The hall is fitted with an intruder alarm which will be set by a key holder after the letting has finished.

Noise: Please show consideration for our neighbours. *When amplified music is being played in the hall after 19:00 hrs, all windows and doors should remain closed except in the case of doors for entry and exit.* Complaints about excessive noise will result in the immediate curtailment of your event. Please keep noise to a minimum after 10.30pm and leave the premises quietly. All events must finish by 11pm, except by prior arrangement with the Management Committee.

Keys: Ensure all the doors and windows are secured before leaving and return the keys as agreed with the booking clerk without delay.

Bookings: We cannot take bookings from anyone under is 18 years of age and all parties involving the 16-25 age group must be supervised by at least two responsible adults at all times. All bookings must comply with these Terms and Conditions.

Bookings are made with the bookings officer by phone (@@@@), by email (@@@@.org) or online. Payment must be made before the booking is formalised after which the hirer will be advised from where to collect the keys.

For some bookings a deposit will be required, which will be returned once the condition of the hall has been found to be satisfactory. The Management Committee reserves the right to (a) Refuse any booking, (b) Terminate a non-compliant letting and (c) Cancel a booking in circumstances beyond their control, for example local government use as a Polling Station. 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.

Cancellations: Payment in full is required on booking. A full refund will be given if the event is cancelled more than four weeks beforehand. After that time no refund will be given.

Thank you for your help and consideration.

Stanford Dingley Village Hall Management Committee (Updated Nov 2017)