



Woolpit Village Hall Charity (RCN 275859)
Mill Lane, Woolpit, Bury St. Edmunds, IP30 9QX

TERMS & CONDITIONS OF HIRE

These standard conditions apply to all hires of the Village Hall. If the Hirer is in any doubt as to the meaning of any of the following clauses, please contact us at bookingwvh@gmail.com

1. THE HIRER

The Hirer must be at least 18 years of age and undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hire to ensure compliance with these Hire Conditions. The Hirer is responsible for ensuring that their activities comply with relevant Health & Safety regulations. All safety notices that are displayed must be observed.

2. CLEANING & DAMAGES

The Hirer will be invoiced for the cost of any breakages or damage (including accidental damage) to the Village Hall or its fixtures, fittings, or contents that occurred during the hire, or for the loss of any items from the Village Hall, at the discretion of the Woolpit Village Hall Trustees.

Should the Village Hall not be left in an acceptable clean state after any hire, then the Hirer will be invoiced for extra cleaning costs of £15 per hour of cleaning required, at the discretion of the Woolpit Village Hall Trustees.

3. PAYMENT TERMS

Invoices will be sent out on the 1st day of the month for the previous month's hire costs (eg the invoice for all January bookings will be sent on 1st February). Payment terms are 14 days from the date of invoice. Where payment is not received within this timeframe, the Trustees reserve the right to apply an additional administration charge of £10 to cover all costs associated with this.

4. CANCELLATIONS

The Hirer must give at least fourteen days' notice to cancel any hires. In the event that cancellation is not received within this period of time, the hirer may be charged the full cost of the hire, at the discretion on the Trustees.

Woolpit Village Hall Trustees shall always have the right of entry to the premises and may terminate the booking agreement and seek damages if there is any infringement of these hire conditions.

Any hires cancelled by the Trustees will be without any charge to the hirer.

5. BOUNCY CASTLES, INFLATABLES, BALLS & SMOKE MACHINES

Whilst we allow the use of bouncy castles, we ask that they are placed well away from the heating systems.

It is the responsibility of the hirer to ensure that there is appropriate liability insurance cover in place where bouncy castles are to be used in the hire. We do not permit the use of bubble machines or smoke machines in the Village Hall.

Evidence of up-to-date public liability insurance, with adequate levels of cover, must be made available for inspection by the trustees for commercial hirers where bouncy castles or other inflatables are used during the period of hire.

6. CLEANING & WASTE REMOVAL

The Hirer is expected to leave the Village Hall clean and tidy at the end of their hire; this includes sweeping the floors, mopping up spillages, wiping down surfaces, cleaning and returning all chairs and tables to their normal storage positions. If the kitchen has been included in the hire, the kitchen must be cleaned and all items returned to their usual storage location.

A broom and other basic cleaning equipment is provided in the cupboard in the foyer. The Hirer is responsible for taking all waste outside into the bins after their hire, or recycling it appropriately away from the site.

PLEASE LEAVE THE VILLAGE HALL AS YOU FOUND IT.

7. NOISE

Woolpit Village Hall is a central part of the community and there are properties in the immediate and surrounding vicinity. The Hirer must ensure that all attendees acknowledge the Village Hall is situated in a residential neighbourhood and we ask that consideration is given to this when leaving the village hall late at night, and in keeping music levels to an acceptable level.

8. DOGS

We do not routinely permit dogs to enter the Woolpit Village Hall, with the exception of those that are classed as support dogs.

Animals are permitted in the outside garden area of the Village Hall, provided all droppings and mess is properly cleared away at the end of the hire.

9. HEALTH AND SAFETY

The Hall Management strongly urges the Hirer to read through and familiarise themselves with the health and safety policy, which is accessible at our website. A copy of all Village Hall policies are made available in the village hall in the cupboard in the foyer.

The Hirer shall ensure that all occupants of the Village Hall abide by the Fire Safety Notices and are familiar with evacuation procedures and locations of fire exits.

All escape routes and fire exits must be kept clear at all times; this includes not being obstructed by tables, chairs, or party decorations.

No naked flames, fireworks, explosives, lit candles or highly combustible materials are permitted in or near the Village Hall.

10. ACCIDENTS & FIRST AID

A First Aid kit is situated in both the Cathie Prior room and the bar area.

Any accident that occurs during the hire that involves injury to the public, or any other emergency incident, must be recorded in the accident book (located in the bar area) and reported to the Bookings Manager at bookingwvh@gmail.com.

11. EMERGENCIES

Contact details for Trustees are kept on the Village Hall noticeboards located outside the Cathie Prior room and in the entrance foyer.

12. KITCHEN & FOOD SAFETY

The Hirer is responsible for food safety and is advised to ensure that any persons preparing food understands and complies with correct food safety procedures. All food products and other items must be removed from cupboards and the fridge at the end of each hire. The fridge should be switch off at the electricity socket and the door kept open for ventilation.

13. ELECTRICAL ITEMS

All portable electrical appliances brought to and used at the Village Hall must be certified safe and in good working order and used in a safe manner.

14. TABLES & CHAIRS

Tables and chairs from inside the main hall should not be taken outside the Village Hall at any point during the hire. They must be returned into the storage location in the correct manner to allow access to various electrical controls inside the storage cupboard.

15. WI-FI

The Hirer agrees to not cause or allow inappropriate or offensive material to be downloaded or transmitted over the broadband WiFi system at the Village Hall. Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times

16. LICENCES

Hirers must comply with the terms of the Premises Licence granted to the Village Hall including, but not limited to, permitted hours for licensable activities (such as serving alcohol, playing live or recorded music). Any breaches may lead to prosecution by the Local Authority.

Alcohol must not be served or provided to any person under the age of 18 years
The Trustees are responsible for providing a Public Performance Licence (PPL) and a Performing Rights Society (PRS) Licence for the purposes of playing licenced artist music in the Village Hall

17. SECURITY

Access codes to the building must be kept confidential and must not be shared with any other person, regardless of their relationship to the hirer.

When vacating the building, all internal doors must be closed, and all external doors and windows closed and locked, where appropriate.

18. SMOKING

Smoking in the Village Hall is prohibited by law. All guests are respectfully asked to smoke well away from the entrance routes to the hall. Please ensure all cigarette waste products are disposed off correctly and not discarded on the ground.

19. CAR PARK

The access drive must **always** be kept clear for emergency and safety reasons.

The car park is not owned by Woolpit Village Hall, but by Woolpit Parish Council. All vehicles are parked at owners' risk.

20. USE OF PREMISES

Hire periods include time for setting up before and clearing away after the booking. The Hirer shall not:

- Sub-let the Village Hall or use it for any purpose other than described in the booking application.
- Use the Village Hall, or allow it to be used, for any unlawful purpose.
- Do, or bring, anything to the Village Hall that may endanger people or the premises or render invalid any insurance policies thereof.
- Allow the use of drugs at the Village Hall.
- Make any permanent alterations or additions to the Village Hall.

21. SAFEGUARDING

For all bookings involving children under 18 years of age, or where vulnerable adults are in attendance, the Hirer is required to have their own safeguarding policy in place.

The Hirer must also ensure that any activities at the Village Hall for children or vulnerable

adults comply with current safeguarding legislation and that the necessary ratio of children to suitable adult supervisors is followed.

22. INSURANCE AND INDEMNITY

- a) The Hirer shall be liable for:
 - (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
 - (ii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
 - (iii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the village hall management committee and the village hall's employees, volunteers, agents and invitees against such liabilities.
- b) The village hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The village hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the village hall management committee and the village hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.
- c) Where the village hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the village hall secretary. Failure to produce such

policy and evidence of cover will render the hiring void and enable the hall secretary to rehire the premises to another hirer.

The village hall is insured against any claims arising out of its own negligence.

In the unfortunate event of damage or breakages, these costs will be deducted from any deposit paid by the hirer. Where no deposit has been paid, or it is insufficient to cover the cost of repair and/or replacement, the hirer will be issued with an invoice for this.