



Woolpit Village Hall Charity (RCN 275859)

Mill Lane, Woolpit, Bury St. Edmunds, IP30 9QX

STANDARD 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 for additional information.

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1. 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. Licences

Hirers must comply with the terms of the Village Hall's Premises Licence, including (but not limited to) the permitted hours for licensable activities such as serving alcohol and playing live or recorded music. Under this licence, the Hall may operate between **07:00 and 00:00**, and **must be fully closed by midnight**.

Any breach of the Premises Licence may result in prosecution by the Local Authority.

Alcohol must not be served or supplied to anyone under the age of 18 and may only be consumed inside the hall. It should not be taken outside of the hall.

The Trustees are responsible for providing the required music licences, including the **Public Performance Licence (PPL)** and the **Performing Rights Society (PRS)** Licence, which allow licensed artists' music to be played within the Village Hall.

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 is disposed of responsibly and not discarded onto the ground.

3. Insurance

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 trustees, 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 trustees 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 trustee 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 village hall trustees will raise an invoice against the hirer to request the settlement for the costs of any such damage.

4. Payment terms

Single bookings will only be confirmed once payment of the required security deposit has been received. If the security deposit is not received within 7 days, the booking will be removed. Payment of the remainder of the balance is required no later than 14 days before your hire date. Regular hirers will be invoiced in arrears on the 1st day of the month (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.

5. 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 of 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.

The trustees may cancel the agreement between the hirer and the village hall if:

- a. The hall is required for use as a Polling Station for Parliamentary or Local Government elections.
- b. The trustees are aware that such hire will lead to a breach of licensing conditions or constitute unlawful or unsuitable activities.
- c. If an emergency arises and the premises are needed to provide safe shelter and support for members of our community affected by a disaster.

Any period of hire cancelled by the Trustees will be without any charge to the hirer.

6. Use of Premises

Bookings must include any time required for setting up before your event and to clear away before the end of the hire.

The Hirer is not permitted to:

- 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 any form of recreational drugs to be brought to the Village Hall.

- Make any permanent alterations or additions to the Village Hall.

7. 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 on our website. A copy of all Village Hall policies is available in the cupboard located between the ladies and gent's bathrooms.

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.

8. Security

Access codes to the building or any key safe must be kept confidential and must not be shared with any other person, regardless of their relationship to the hirer. Any exceptions to this, where considered necessary and appropriate, will be agreed with the trustees and confirmed in writing. When vacating the building, all internal doors must be closed, and all external doors and windows closed and locked. The intruder alarm must be armed and all keys and alarm tags returned to the appropriate key safe. Any key or alarm found to be missing will be charged against the last hirer at a cost of £25 per key or tag.

9. Accidents and First Aid

A First Aid kit is situated in both the Cathie Prior room and the bar area. Any accident which 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 Secretary at secretarywvh@gmail.com

10.Cleaning and 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. If the hall is left in an unacceptable condition after the hire, the hirer will be charged £15 for each 30-minute period of cleaning required, rounded up to the nearest 30 minutes, at the Trustees discretion.

Our scheduling of hires does not provide for a return visit after the booking for the purposes of cleaning.

11.Emergencies

Contact details in the event of an emergency are provided on the entrance door and on internal noticeboards

12.Kitchen and 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 switched off at the electricity socket and the door kept open for ventilation.

13.Tables and Chairs

Tables and chairs from inside the main hall must not be taken outside the Village Hall at any point during the hire. After use, please check that the tables and chairs are clean before returning them to the storage location in the correct manner to allow access to various electrical controls inside the storage cupboard.

14.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.

15.WI-FI

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

16.Bouncy castles and similar equipment

Whilst we allow the use of bouncy castles, they must be 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, confetti canons or smoke machines in the Village Hall. Helium balloons are welcome; we kindly ask that they are weighted to prevent them being accidentally released.

17.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. We also ask that music levels are kept to an acceptable level, particularly when windows and doors are open.

18.Dogs

We do not routinely permit dogs to enter the Woolpit Village Hall, with the exception of those that are classed as support dogs, or where a booking is placed for a professionally booked dog class.