

STANTON VILLAGE HALL

Terms and Conditions of Hire – Function/One-Off Hire

* All function/one-off (not regular) hirers of Stanton Village Hall must read, understand and accept these terms and conditions. They form part of a contract and agreement between the Hirer (the individual or person acting on behalf of an organisation whose name appears on the booking form) and Stanton Village Hall and their Management Committee (charity 520520).
* These Terms and Conditions of Hire should be read in conjunction with Stanton Village Hall’s Hire Rates, Policies and Hirer Information Pack. Copies of these documents can be found on our [website](http://www.villagehallstanton.com/), inside the Hall or upon request.
* Your signature on the Booking form, acceptance of a price quote, or submission and/or acceptance to the Terms and Conditions on the online booking form are taken as agreement that the Hirer has agreed to these terms and conditions. Where you are signing on behalf of an organisation, Stanton Village Hall Management Committee (herein referred to as the Committee) assume you are authorised to act on their behalf.

# Booking, Rate and Payments

## Your hire rate, number of hours of your booking and total balance is found on your price quote or invoice. We recommend hirers check these to ensure there are no errors.

## The Hall must be booked for the entire amount of time it will be used, including setting up and clearing away (i.e. book from when you will need to enter to set up until when you will lock the door when you leave).

## The hire fee must be paid before the hire period begins and can be paid at the same time as the deposit.

## Bookings are secured by the payment of a deposit of normally £50 (the Committee reserve the right to ask for a greater deposit on occasion). Your deposit amount is **£50**. This deposit also acts as a Damages Deposit for the hire period (as 1.5 below). It is returnable following hire and in line with 1.5 and 1.6 below.

## Deposits will be forfeited, wholly or partially, in the following circumstances:

### If the Hall is not left in a clean, satisfactory condition following the hire.

### If tables, chairs, fittings, fixtures, surrounds, outbuildings, boundaries have been damaged or removed from the Hall during the Hire period.

### In the event that you cancel the booking with more than 48 hours notice before the booking event, 50% of the deposit will be retained.

### In the event that you cancel the booking with less than 48 hours before the booking event, 100% of the deposit will be retained.

### Failure to show up for the booking event will result in 100% of your deposit being retained.

### That a fire extinguisher is improperly used.

## The Deposit shall normally returned within 48 hours following hire, allowing the Committee or its representatives to ensure that the Hall and its contents are in good order. For payments made online (for instance by bank transfer), refunds will be processed within 48 hours but may take longer to reach your account.

## Short notice bookings (less than 7 days’ notice) will require immediate payment of both hire fee and deposit).

## Keys will be available on the day of the hire, against the Hirers signature and must be handed back on the day the booking event ends, or as otherwise arranged with the Booking Secretary.

## The Hirer is liable for the cost of replacement keys and security fob if lost.

## The Hall is not to be sub-let during the booking period without prior permission.

## The Hall should only be used for the purpose described by the hirer in the Booking Form.

## Hirers should be over 18 years of age. Unfortunately, due to past issues, the Hall is unable to accommodate 18th - 21st birthday celebrations.

## The Hall closes at 11.30pm after which time the power is automatically cut to light and sockets.

# Facilities

## Hire includes the Hall and grounds, tables and chairs, kitchen (hot water boiler, kettle, oven), and stage.

## Hirers must provide their own cutlery, crockery and cooking utensils and pots should they require them.

## Prior permission should be sought if you or your guests expect to leave cars at the Hall overnight.

# Responsibilities of the hirer

## The Hirer must be present during the period of Hire.

## The Hirer is responsible for the supervision and care of the building, grounds and contents, as well as the behaviour and safety of all persons (your guests) using the premises during the hire period.

## All waste is to be removed from the Hall by the hirer. Unfortunately, the rising cost of waste contracts have led to Stanton Village Hall being unable to sustain a contract for this.

## The Hirer is responsible for the safe keeping of the keys until they are returned to the Booking Secretary (or their deputy).

## In addition to any points noted in other sections, the Hirer is responsible for ensuring:

### That maximum numbers are not exceeded. The Hall accommodates 200, or 150 seated.

### That the Hall, toilets, reception area and grounds are left in a clean and tidy state ready for the next hirer.

* This includes ensuring toilets, sinks, tables and chairs are clean.
* Tables and chairs should be returned to where they were found.
* Lights and taps should be turned off.
* Whilst we prefer for hirers to avoid the use of cellotape as these damage the walls, we ask that if any is used this is not put on the paintwork and that all sticky marks are cleaned.

### That all doors and windows are closed and secure upon leaving the building and that the alarm is set.

### That you and your party are as quiet as possible to respect neighbours when leaving the Hall, especially if late at night.

### That you ensure all chairs and tables are returned to where they were found following any guidance in the Hall Information pack on how these should be stacked/placed (for health and safety reasons).

### That fire escapes, routes and doors are not obstructed during the hire period. They have familiarised themselves with any policies or guidance referenced in the Hire Information Pack. In the event that an emergency services vehicle must attend the car park barrier gates must be unlocked by the hirer (with the key on the keyset provided).

### That no Fireworks are brought into or lit in the Hall or on the grounds.

### That any damage made during their hire period is reported to the Committee, Booking Secretary or their Deputy.

### That any loss or damage to the premises, fixtures, fittings or contents are made good or paid for.

### That you and your party are aware of relevant hall policies including fire procedures. Copies are displayed in the Hall, in the Hirer Information Pack, or found on our website.

# Alcohol, Smoking, Betting and Entertainment

## The Hall is licensed for entertainment and has a premises license.

## It is the Hirers responsibility to ensure that the Licensing Conditions required by the Law are met.

## Alcohol can be consumed on the premises but should not be sold by the Hirer or others in their party.

## Smoking or vaping is not allowed in the building. Smokers are requested to use the ash boxes outside of the Hall.

## No collections, game of chance, sweepstakes, lotteries, or betting of any nature may be conducted on the premises without prior consent.

# Insurances

## Stanton Village Hall hold Public Liability Insurance. This covers all users making use of the premises and equipment owned by the Village Hall when properly used.

## The Hirer must ensure they have insurance to cover equipment that they bring into the Hall that may carry a risk to users during their hire period.

# General Notes

## All bookings are at the discretion of the Committee.

## The Committee reserves the right to cancel a booking in the event that the Hall is required as a Polling Station by the local authority, that the Committee feel these terms and conditions may be breached by the Hirer, that the premises become unfit for safe use for the purposes required by the Hirer, that the premises are required for emergency use. In the case of 6.2, the Hirer is entitled to a refund but Stanton Village Hall shall not be liable for any indirect loss or damages to the hirer whatsoever.

## The Committee has the right to amend these Terms and Conditions at any time as they find necessary (where possible giving one months’ written notice).

## The Committee reserve the right for either themselves or an authorised officer to enter the Hall at any time during the hire period to ensure that the Hall is being used in the manner intended or if they believe that these Terms and Conditions are being breached.