

# Wrenbury Village Hall Trust

(Registered Charity 1106487)

## Terms & Conditions of Hire

### 1. Availability

- 1.1. Multi-lets may take priority over individual one-off bookings.
- 1.2. Where possible multi-lets for clubs and similar organisations should have access all year round subject to PCC priority
- 1.3. Precise dates for multi-lets should be agreed at least every 3 months in advance and, if possible, for a whole year.
- 1.4. If only one hall is hired, kitchen facilities may need to be shared with the hirers of the second hall.

### 2. Deposit

A 50% deposit is required for all bookings. If the event is cancelled the following applies:

- More than 4 weeks notice before the event - 100% of the deposit is refundable.
- 2 to 4 weeks notice before the event - 50% of the deposit is refundable.
- 2 weeks - 48 hours notice before the event - 25% of the deposit is refundable.
- Less than 48 Hours - 0% of the deposit is refundable.

### 3. Responsibilities

- 3.1. The hirer must be at least 18 years of age and responsible.
- 3.2. The hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of the equipment and facilities and report any deficiencies or damage on the occasion of each use.
- 3.3. The hirer will be responsible for the registration and conduct of persons attending a function in the let premises, including and ensuring Security, Fire, Health & Safety requirements are met.
- 3.4. In case of fire, evacuate, stay out and phone the Fire Brigade.
- 3.5. At least one responsible adult should be present at all times during a letting period to ensure adequate supervision.
- 3.6. The hirer is required to reimburse the Trust the cost of any damage including, but not restricted to, structural, decorative, contents and/or electrical/mechanical which may result from a letting.
- 3.7. The hirer is required to sweep the floor and leave the hall in good order and condition as at the start of the let and remove any waste sacks or rubbish following the let.
- 3.8. The hirer is required to reimburse the Trust for any additional cleaning necessary following the letting.
- 3.9. Fittings, fixtures and decorations of any kind which would damage the fabric of the building will not be permitted. Items which require no permanent fixing are permitted, however Sellotape© must NOT be used to affix such items to the walls. The hirer should also be aware of the fire hazards and associated cleaning problems of streamers, party-poppers and silly-string.
- 3.10. The electrical and mechanical installations of the premises must not be altered

- 3.11. Any equipment brought on to the premises by the hirer should meet all relevant safety requirements and must be removed immediately at the end of the letting.
- 3.12. First Aid materials are on site but there is no public telephone system to summon assistance. The hirer will need to make their own arrangements. If using a mobile phone, quote the exact address of the Hall, including the Post Code CW5 8HG.

#### **4. Entertainment**

- 4.1. A licensed bar will require the permission of the local authority which is the hirer's responsibility to obtain.
- 4.2. The licence must be displayed in a prominent position.
- 4.3. The terms of any licence relating to music, singing and dancing must be followed and there must be no infringement of copyright.
- 4.4. Music and singing must finish at midnight. The Trustees reserve the right to request an earlier finish if deemed necessary.
- 4.5. Formal seating arrangements must include adequate gangways and free passages to allow for emergency evacuations. People should not be allowed to stand or sit in these gangways or passages.
- 4.6. The maximum number of people allowed in the large hall is 200 and in the small hall is 100 but subject to 250 in total.
- 4.7. It is the responsibility of the hirer to ensure good order during any event.
- 4.8. The village hall is a no-smoking area and this must be strictly observed.

#### **5. Access**

- 5.1. The Trustees reserve the right to refuse any booking without stating a reason.
- 5.2. The Trustees, their representative or any Police Officer have the right of entry at all times to the hall.

#### **6. Electrical Appliance Safety**

- 6.1. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

#### **7. Insurance**

- 7.1. It is the responsibility of the hirer to effect whatever insurance they perceive is necessary for their liabilities. The Trust's cover does not extend to the hirer's liabilities.
- 7.2. The Trust shall not be responsible for any damage or loss to any property or injury to any person caused prior to, or during the hire period.

#### **8. Statutory Obligations (Amended 6th April 2015)**

- 8.1. The hirer must comply with all statutory obligations including the protection of children and race relations. No activity should be carried on which causes offence to other users of the hall and neighbouring premises.
- 8.2. *The hirer will be asked to certify that they have a child/vulnerable adult protection policy or that their activities do not require one. Where activities are for children (and where appropriate for vulnerable adults) hirers may be asked to supply or*

*show their child protection policy to the Booking Secretary before the first booking commences.*