



TERMS AND CONDITIONS OF HIRE

1. GENERAL INFORMATION

The premises are managed by the Tintinhull Village Hall Committee on behalf of the Tintinhull Parish Council as sole Charity Trustee, a registered Charity, Number 1163176. The premises are non-profit making, providing a service to the community, and rely on the cooperation of all users. Hire charges cover running expenses, general maintenance and making improvements to the building. The Hall Committee wants you to enjoy the facilities and to continue to make good use of the premises. Hire of the premises is available to those aged 18 or over.

2. FACILITIES

There are two main areas that can be booked: the Main Hall and the Meeting Room. The Main Hall can seat up to 170 people in cinema-style seating, 128 people at tables or be used by up to 180 people for dancing. The Meeting Room can accommodate up to 33 people seated or 50 people standing. There is also a small Servery which can be hired in conjunction with the Main Hall or the Meeting Room. Tables may also be hired for off-site use indoors.

3. TIMINGS

The facilities may be booked in blocks of 15 minutes, starting and finishing on the quarter-hours – for example, you could book from 11:15am to 12:30pm. However, the booked times **MUST** include time for any setting up or removal of equipment. **Hirers are not permitted to enter any of the booked facilities before the start of the booked period and must be completely clear before the end of the booked period.** This rule will be strictly enforced at all times so that previous or subsequent hirers are not inconvenienced.

4. NOISE AND NUISANCE

All functions must end by midnight at the latest, unless granted a specific extension by the Village Hall Committee. Hirers will be held personally responsible for the conduct of participants, especially in respect of the following:

- a) Ensuring that noise is kept to a minimum both inside and outside the Hall and external doors are kept closed;
- b) Organising parking and traffic flow to minimise congestion and disruption;
- c) Restricting access to the premises to legitimate guests only, by controlling invitations or tickets;
- d) Ensuring that consumption of food and drink is strictly kept within the premises and not permitted outside;
- e) Maintaining good behaviour both on the premises and within the surrounding area in order to minimise disruption to residents.

5. ACCIDENTS AND FIRE SAFETY

All hirers are to appoint a 'Responsible Person' to ensure that activities are conducted safely. The locations of fire exits, fire extinguishers and toilets should be notified to all groups at the start of an event. These are displayed on a floor plan in the Entrance Foyer. A First Aid box, space blanket and Accident Book are held in the Servery which is kept unlocked at all times. **Fire exits are to be kept clear of obstructions at all times.** The numbers of persons on the premises must not exceed those shown in paragraph 2 above in order to comply with Fire Regulations. The Bookings Secretary is to be notified immediately in the case of any fire or accident.

6. SMOKING

Smoking is **strictly prohibited** throughout the Hall and at its entrances and exits. There is a designated smoking area to the rear of the Hall car park where a wall-mounted ashtray is located for the use of smokers.

7. STORAGE OF EQUIPMENT AND MATERIALS

If hirers wish to store equipment or materials within the premises, they must first obtain the consent of the Bookings Secretary. No flammable substances are to be stored or used anywhere within the premises without prior agreement and any stored equipment or materials must not obstruct fire exits or prevent easy access to Hall users.

8. INSURANCE AND DAMAGE

The Village Hall insurance policy covers only Public Liability and loss caused by Fire, Theft or Storm damage. Regular hirers are advised to take out their own insurance to cover their activities and responsibilities. Occasional hirers may find that their household insurance covers some eventualities, but this should be checked with their insurance provider. Any materials, equipment or kitchen goods are left at the hall **strictly at the owner's risk**.

9. CLEANING AND CONDUCT

Hirers will be held personally responsible for ensuring that the premises are left in the same state as they were found upon entry unless a Cleaning Charge has been paid prior to the event. **This will include the sweeping of floors, removal of all rubbish and recycling from the premises, flushing the toilets and ensuring that they are left clean and tidy and replacing any chairs, tables etc that may have been moved.** No posters, decorations or notices are to be affixed to the walls by any means without the prior approval of the Bookings Secretary. No gambling, betting or lottery is permitted to take place on the premises.

10. FOOD AND CATERING

If the Servery has been used during an event, hirers are to ensure that this is left clean and tidy, such that it can be used by the next hirer. **All crockery and equipment should be cleaned and returned to the cupboards, and any food or perishables must be removed at the end of the event.** Animals are strictly prohibited from the Servery and the Main Kitchen and these facilities should not be used for any purpose other than for the preparation and distribution of food and drink. The Main Kitchen is not generally available for hire except by special request to the Bookings Secretary. Special conditions apply.

11. SECURITY

Apart from the control of entry referred to in paragraph 4 above, hirers are responsible for the security of the Hall. If they are the last to leave the premises, this includes ensuring that **all** internal lights, air conditioning and equipment are switched off, all fire doors closed **and all external doors locked using the keycode provided**. A report of any damage that may have been occasioned during the event should be notified to the Bookings Secretary as soon as possible after the event. The Hall Management reserves the right to enter the premises without notice at any time during any event.

12. CHILDREN (Child Care Act 2006)

Hirers are to ensure that any activities for children under eight years of age comply with the provisions of the Child Care Act 2006 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. Hirers should be made aware of the Village Hall Safeguarding Policy (to be found in the Display folder) and may be required to provide the Village Hall Committee with a copy of their DBS Check and Child Protection Policy.

13. REGULATED ENTERTAINMENT

The Hall does not have a Premises Licence, but has certain exemptions that mean that hirers may, between the hours of 8:00am and 11:00pm:

- a) Put on a dramatic performance or play live or recorded music;
- b) Show films, provided that this is not for profit;
- c) Carry out indoor sporting events;
- d) Show live television broadcasts.
- e) Serve alcohol **free of charge** at a private event, but **not** if included in the price of a ticket – see below.

A limited number of Temporary Entertainment Notices (TENs) are available to the Hall each year which permit the sale of alcohol, but these must be organised by hirers personally, after discussion with the Bookings Secretary. A valid receipt for a TEN must be shown to the Bookings Secretary **at least 10 days before the scheduled event**.

14. FEES, DEPOSITS AND CANCELLATIONS

Details of current hire fees are shown on the Village Hall website. A deposit of up to £1,000 may be required for occasional hirers. This will be returned, less any deduction for minor damage or losses, provided that no nuisance has been reported by neighbours to the Village Hall Committee or Parish Council, **whose decision in such matters will be final**.

Regular Bookings will be invoiced around the middle of the month prior to the booking(s) and payment must be made by the Due Date shown on the invoice and, in any case, at least **seven days** before the event takes place.

New Hirers will be invoiced at the time of booking, and bookings only confirmed on receipt of payment.

Any cancellations or amendments **must be made in writing** to the Bookings Secretary at least ten days before the event is due to take place or **the full hiring fee will be due**.

All bookings are accepted on the understanding that they represent a binding contract between the Hirer and the Hall Trustee and that they are made in strict compliance with these Terms and Conditions.