

# Brede Village Hall

## Terms & Conditions of Hire

Brede Village Hall Charity no.233559 is a Registered Charity authorised and regulated by the Charity Commission as declared in a document dated 9<sup>th</sup> August 1976.

These 'Terms & Conditions of Hire' apply to all persons hiring the Main Hall, Treatment Room or Committee Room. It is important that you read and fully understand them before applying to hire any part of the Hall. Any reference to 'the Hall' in these Terms & Conditions shall include the Main Hall, Treatment Room, Committee Room, kitchen, car park and grounds.

### **Availability and Capacity**

All areas of the Hall are available for hire between 08.00 and 23.00 daily. No part of the Hall can be hired for any teenage function (teenage meaning up to the age of 18) unless there are two responsible adults present at all times. The number of people on the premises shall not exceed 150.

### **Booking**

All bookings for the Hall must be made on the Booking Form or online and with as much notice as possible. All Hirers must be over the age of 18 at the time of booking.

A booking will be considered provisional until authorised by the Booking Clerk, who will then enter it on the Calender, this will prevent double bookings.

Any use of the Hall without authorisation including significant overstaying of the hire period will be charged at double the applicable rate.

### **Payment**

Payment for a booking is required in full before the booking is authorised.

### **Damage Deposit**

A deposit of £150 is required to be paid by the Hirer at the time of booking as security against any damage caused to the Hall or its contents during the period of hire. The damage deposit will be returned in full within 28 days of the hire date following an inspection of the Hall and grounds providing there has been no damage or additional cleaning required, or in part where the cost of rectification is less than the deposit. Rectification costs in excess of the deposit will be invoiced to the Hirer. The cost of lost door keys and replacement locks will be charged against the deposit.

### **Supervision**

The Hirer shall, during the period of the hire, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway or the undue disturbance of residents of neighbouring properties.

## **Use of Premises**

The Hirer shall not sub-hire, use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which might endanger the same or contravene insurance policies in respect thereof, nor allow the consumption of alcohol without permission and the appropriate licence if purchased on the premises.

## **Cancellation by the Hirer**

If the Hirer wishes to cancel the booking before the date of the event and Brede Village Hall Standing Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Brede Village Hall Standing Committee as follows:

1. The total hire charge will be refundable if cancellation notice is received by the Booking Clerk more than 4 weeks before the hiring date.
2. 50% of the total charge will be refunded if cancellation notice is received by the Booking Clerk between the period of 4 weeks to 7 days prior to the date of the hire.
3. No refund of the hire charge will be made if notice of cancellation is received 6 days or less prior to the hire date or in the event of no show (except in the case of extreme weather conditions).

## **Cancellation by Brede Village Hall**

Brede Village Hall reserves the right to cancel a hire in the event of:

- a. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- b. the Standing Committee reasonably considering that the function will lead to a breach of licensing conditions (if applicable), or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of the hire.
- c. the premises becoming unfit for the use intended by the Hirer (e.g. a power cut).
- d. An emergency requiring use of the premises as a shelter for the victims of flood, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a full refund of any fee and deposit already paid. Brede Village Hall shall not be liable to the Hirer for any other fees or costs incurred due to such cancellation.

## **End of Hire**

The Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise, all lights turned off and any contents temporarily removed from their usual positions properly replaced. The Hirer must ensure that all lights and the oven (if used) are turned off. The kitchen urn (if used) has the water supply and power turned off and left empty, and the thermostat for the Treatment Room/Committee Room is set at 10C. **Please be aware that the hall is in a residential neighbourhood, and therefore noise should be kept to a minimum when leaving, especially late at night.**

All equipment and any other material belonging to the Hirer must by agreement, be removed from the premises within 12 hours from cessation of the hire period, otherwise a storage charge will be

made. Permission will not be granted for anything to be left in the hall which will intrude on the use of the Hall by another Hirer.

If within one month storage charges have not been paid, the items will be removed from the Hall at the Hirer's risk.

### **Waste**

There is no waste collection from the Hall.

Hirers are responsible for the removal of all waste, including used nappies from the Baby Changing area, otherwise an extra charge will be made.

### **Alcohol**

Brede Village Hall is not licensed for the sale of alcohol. It is the responsibility of the Hirer to obtain any licence that is required.

### **Smoking**

Smoking, including E cigarettes, is not permitted anywhere on the premises.

### **Electrical Equipment**

The Hirer shall ensure that any electrical equipment brought into the Hall shall have a current Portable Appliance Testing (PAT) test certificate. The use is entirely at the owner's risk and the Management Committee accepts no responsibility for any loss or damage however caused.

### **Fire Precautions**

Fire regulations affecting Brede Village Hall must be strictly adhered to. All means of exit must be kept free from obstruction and the emergency lighting of exits must remain on and visible while the Hall is in use. The Fire Brigade must be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Clerk.

### **Dangerous Occurrences**

Performances involving any risk to the public shall not take place.

Highly flammable substances (or LPG appliances) shall not be brought onto the premises.

No internal decorations of a combustible nature shall be erected.

The Hirer must report all incidents involving injury to the public either in the Hall or on the Hall premises, and any failure of equipment belonging to Brede Village Hall to the Booking Clerk as soon as possible.

### **Heating**

The Hirer shall, under no circumstances, make any alterations to the main controls of the heating system.

### **Car Parking**

The Management Committee will not be liable for any damage or loss to or from any vehicle using the car park. No commercial vehicles to be left in the car park overnight.

### **Fly Posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place in the Hall and shall indemnify the Management Committee against all actions and proceedings arising from any breach of this condition.

### **Inflatables**

Bouncy castles and similar inflatables may NOT be used in the Hall and grounds.

Brede Village Hall Management Committee reserve the right to enter the Hall at any time to ensure that the above requirements are being complied with.

Registered charity number 233559

Last reviewed April 2024