

Hire of Welwick Village Hall

Booking Agreement

Terms and Conditions of Hire

The person/s hiring the hall (hirer) must be 18 years and over and must be present at all times during the function, or must arrange to have a suitable adult representative in attendance, who will comply with the hire conditions.

Access

The hirer will be permitted access to the hall for up to two hours prior to the booked event time to allow for set-up, and up to two hours after the event for clean-down and removal of equipment and belongings. If additional time is required outside of this allowance, it must be requested in advance and agreed with the Bookings Manager prior to the event. Failure to comply may result in additional charges.

Responsibility of the Hirer

- Ensure the premises are kept secure during the period of hire. A member of the Committee will unlock the hall and return at the end of the hire to lock the hall.
- Ensure appropriate supervision and care of the hall and its contents.
- Ensure the kitchen, appliances and toilets are left clean and tidy with all rubbish removed from the site at the end of the hire.
- Ensure all chairs and tables have been returned to their storage points safely.
- Ensure any equipment or electrical appliances brought onto the premises are certified safe and in a good working order. Any temporary fittings e.g. decorations are not a fire hazard and are removed at the end of the hire.
- Ensure no animals (except guide dogs) are allowed to enter the kitchen at any time.
- Ensure no Barbeques, LPG appliances or highly flammable substances are brought into the premises.

- Ensure the hirer and guests acknowledge they are in a residential area and to respect the neighbouring households by keeping noise to a minimum after 10:30 pm and by leaving the premises quietly.

Bookings maybe refused

The Village Hall Committee has the right to refuse any booking for whatever reason, including potential concerns over noise levels or other nuisances especially to neighbours.

Payment / Cancellation

A 25% non-refundable deposit must be paid when booking the Village Hall. The remaining balance must be paid in full two weeks prior to the day of the function.

No charge will be incurred if cancellation is four weeks or more before the booking date.

If the hirer is a regular weekly user the Village Hall Committee reserves the right to cancel a weekly booking in the favour of a one-off booking. Such cancellations shall not occur too frequently and at least three weeks' notice will be given prior to the necessary cancellation.

The Village Hall Committee reserves the right to cancel a hiring by email or a written notice in the event of an emergency or a situation that requires the premises to be closed. In such instances the hirer will be entitled to a refund in full.

Fire Regulations

The hirer **shall**:

- Ensure the "Emergency Exit" signs are kept illuminated at all times.
- Ensure the fire brigade is called to any outbreak of fire no matter how small. Ensure no persons re-enters the hall without permission of the fire brigade. Details of the incident must be given to a committee member as soon as possible.
- Ensure guests are aware of the fire exits and that the Village Hall car park is the Evacuation Meeting Point in the event of a fire.
- Ensure fire exits are kept clear at all times and that buggies, wheelchairs and mobility scooters etc. do not block the exits.

Use of Premises

The hirer **shall not**:

- Sub-let or use the premises for any purpose other than that described on their booking form.
- Use the premises for any unlawful purpose.
- Do anything or bring anything onto the premises, which may endanger the building or render the insurance invalid.
- Allow the use of drugs on the premises
- Allow smoking or vaping on the premises at any time.

Car Parking

Cars are parked at the owner's risk. The Village Hall will take no responsibility for the loss or theft of property from vehicles parked in the car park.

Premises licence and legislation

The hirer is **responsible** for:

- Notifying the Village Hall Committee that they are running a bar and selling alcohol. The charge for any fee or licence will not be included in the hire charge and it is the hirer's responsibility to obtain the licence. Proof of the purchase of the licence must be shown to the Committee if alcohol is to be sold.
- Conforming to the terms of the Premises Licence granted to the Village Hall.
- Ensuring alcohol is not served to persons under the age of 18 years

The hirer **shall ensure** guests:

- Do not contravene gaming, betting and lotteries laws.
- Comply with conditions and regulations required by the Licencing Act, particularly in connection with events, which include public dancing, music or stage plays etc.

A breach of these conditions may lead to prosecution by the local authority.

Compliance with legislation relating to children or vulnerable adults.

For all bookings involving children or vulnerable adults the hirer is required to have their own safeguarding policy and must ensure those who work with young people and vulnerable adults hold a current DBS certificate. The hirer must ensure that any activities on the premises for children or vulnerable adults comply with current legislation and that fit and proper persons have responsibility for the children and vulnerable adults.

Indemnity

The hirer must cover the cost of repair or replacement if any damage or breakage is occurred during the hire of the hall. Any damage/breakages must be reported to a committee member. Payment for repair or replacement will be required within two weeks.

Insurance

The hirer is responsible for ensuring that any catering company or operator hired to bring in equipment has relevant and appropriate public liability insurance

Accidents

The hirer must report all accidents involving injury to the public to a member of the Village Hall Committee as soon as possible and complete the Village Hall Accident Book at the time of the incident. The First Aid Kit and Accident Book is located in the Emergency cupboard in the kitchen. Please make a note of any items used from the First Aid Kit in the Accident book so these can be replaced at a later date.

Equipment and Personal Property

Any failure of equipment belonging to the hall must be reported to a committee member as soon as possible.

The Village Hall accepts no responsibility for any stored equipment or personal property brought into and left in the hall and all liability for loss or damage is hereby excluded. All equipment and property of the hirer must be removed by the end of the hiring.

No alterations

Decorations may be hung using blue tac or adhesive tape and must be removed immediately after the hire. The hirer must make good to the satisfaction of the Committee

any damage caused by such removal. No other alterations or additions may be made to the premises unless approved by the Village Hall Committee.

Emergency Contact

Should any problems arise during the hire; the hirer should contact the Bookings Manager.

Acceptance

These terms and conditions have been made available to the hirer at the time of making the booking. By proceeding with the booking the hirer is deemed to have accepted the above terms and conditions.

Please return the signed Hall Hire Agreement to the Bookings Manager.

Signature of hirer

Date

(June 2025)