

## **Terms and Conditions for Booking Crophorne Village Hall**

These Terms and Conditions are in addition to the Standard Terms and Conditions which are displayed at the Village Hall and are also available on the website: [www.candcvillagehall.org](http://www.candcvillagehall.org). Please read and familiarise yourself with them.

**Booking Clerk:** all booking requests must be made on the form provided and passed to the Booking Clerk.

**Teenage Parties:** all teenage parties (18 years and under) must be supervised by a responsible adult, who will have to sign up at the time of booking.

**Deposit:** large events, booked a long time in advance, will be asked to pay a 50% deposit at the time of booking. This will become non-refundable if the event is cancelled less than 6 weeks before the event.

**Refundable Damage Deposit:** if booking for large events, weddings and parties, hirers will be charged a refundable deposit to cover the costs of repairing any excessive damage incurred during the event (e.g. damage to wall, floors, doors, windows, kitchen equipment, chairs and tables, staining of carpets). This deposit is in addition to the hire charge but will be refunded in full if no damage is incurred.

**Cancellation:** The Management Committee reserves the right to cancel any booking at any time and to rescind a block booking under exceptional circumstances.

**Keys:** please arrange collection and return with the Booking Clerk.

**Licensing/Alcohol:** the hall and field are licensed for singing, dancing, live music, showing of films and staging of plays up to 11.30pm, Monday to Saturday and until 11.00pm on Sunday. **The hall is not licensed for the sale of alcohol.**

**If alcohol is to be sold at the event** and/or hirers wish to extend the licensing times stated above, it is a legal requirement that a **Temporary Events Notice (TEN)** must be obtained (at a cost of £21) at least 10 working days before the event. Details of how to apply for this are available from the Booking Clerk.

**Bars:** these must not be set up in the main hall, meeting rooms or entrance hall, but only in the kitchen or outside. Please ensure that external caterers know this.

**Barbecues and outdoor catering:** this is not usually a problem, but please inform the Booking Clerk if you wish to include these at your event.

**Bouncy Castles, Marquees and outdoor structures:** please inform the Booking Clerk if you would like to put up anything outside the hall. There may be an extra charge for large or multiple structures. It is the hirers responsibility to ensure that any temporary structure is anchored securely, either by themselves or the company providing them.

**No liability whatsoever will be accepted by the Management Committee should anything bought to the playing fields, either by the hirer or an external organisation, cause an accident or damage to property.**

**Indoor Bouncy Castles/inflatables:** please inform the Booking Clerk if you wish to put up and indoor bouncy castle. **It is the sole responsibility of the hirer to ensure that such items have had the required safety checks. No liability whatsoever will be accepted by the Management Committee should the use of inflatables cause an accident or damage to property.**

**Fireworks:** hirers must notify the Booking Clerk in advance if they would like to have fireworks at their event. The Village Hall is not insured for firework displays, so hirers must assume full responsibility for the display and must ensure that all necessary risk assessments have been carried out and health and safety procedures are in place. **It is also the responsibility of the hirer to inform local residents** of the date and time of the display. Please also ensure that The Sheppey playing field is clear of debris left by the fireworks as this could pose a risk to other users of the playing field, pets and wildlife and can look unsightly. Please bear in mind that there may be football matches taking place on Saturday and Sunday mornings during the season and the field must be clear of debris in time for these.

**Under no circumstances are fireworks allowed inside the building.**

**Property:** if the hirer brings into the Hall any property or items of equipment, with or without permission of the Management Committee or Booking Clerk, these will be the hirer's sole responsibility and no liability whatsoever will be accepted by the Management Committee should any article cause an accident, be lost, damaged or destroyed by any cause.

**Electrical Equipment:** please note that if faulty electrical equipment brought onto the premises by the hirer causes the power to 'trip', and an electrician has to be called out to re-set the supply, the hirer will be asked to pay the call-out charge.

**Parking:** the hirer is responsible for supervision of car parking. The car park is marked out to accommodate 28 cars (including two disabled spaces), but can take about 35 cars if necessary. Please avoid parking/driving on the field. Do not obstruct the pavement or the junction on the road adjacent to the hall. If you are likely to need overflow parking, please let the Booking Clerk know in advance.

**Electricity:** this is included in the rental charge. Hirers must ensure that all lighting and appliances are switched off before vacating the Hall

**Heating:** this is included in the rental charge. There is a thermostat beside the stage in the main hall, which can be adjusted to suit requirements.

**WiFi:** the password can be obtained from the Booking Clerk.

**Decorations:** a wooden rail has been installed around the walls in the Main Hall for hirers to use to hang up decorations, banners, balloons etc. **Do not use drawing pins, sticky tape, Blu-tac etc on walls or floor** as they damage the surfaces. Do not use foams, sprays or other liquid decorations etc in the building. Any damage to walls or floor will be charged to the hirer.

**Chairs and Tables:** most of these are kept in the store cupboards in the main hall and the meeting room that leads off the stage. One trolley-load of chairs is kept in the buffet room, along with three large tables. Please use the trolley provided to transport chairs. **Do not drag chairs and tables or other items across the floors.**

**Loading Doors:** these are situated across from the kitchen door and enable easier unloading of large and multiple items from vehicles into the hall. For safety reasons these have a separate key. Please let the Booking Clerk know if you wish to use them. It is the hirer's responsibility to ensure these doors are kept locked while the building is in use.

**Doors and Windows:** please ensure that all external doors and windows are fully closed and locked before vacating the Hall. When closing doors with bolts, please ensure that bolts are fully retracted as dragging them can damage floor and sills.

**Smoking:** is not allowed in any part of the building by law.

**Children in the Kitchen:** unsupervised children are not allowed in the kitchen.

**Animals:** are not allowed in the Hall, with the exception of guide/assistance dogs.

**Cleaning:** it is the responsibility of the hirer to leave the Hall in a clean and tidy condition. A charge may be imposed on any group leaving the Hall in an unsuitable condition for the next users. Mops, brooms and so on are kept in the store cupboard in the meeting room that leads off the stage. **Please note: the wooden floor in the main hall should not be mopped or cleaned with buckets of water or cleaning fluids brought in by the hirer.** Any spills should be wiped up with a damp or dry cloth or mop as soon as they occur. Please inform the Booking Clerk of any marks or stains that cannot easily be wiped up.

**Disposal of Rubbish:** plastic bags are available for use in the kitchen cupboard. All rubbish must be taken away by the hirer. **Please do not leave bags of rubbish by the bins** outside as Wychavon District Council will treat this as fly tipping. There is a **waste disposal unit** in the kitchen which can be used for all types of food waste.

**Damage and Breakages:** please report any damage or breakages to the Booking Clerk immediately. Hirers will be held responsible for any damage to the Hall or its equipment. The cost of repair or replacement will be taken from the refundable deposit (see above). If the deposit does not cover the cost of repairs, an extra charge may be made. Hirers are also responsible for any damage or injury caused by faulty appliances brought onto the premises.

**Faulty Equipment:** if any equipment is found to be faulty, please report to the Booking Clerk as soon as possible.

**Fire Regulations:** **The maximum hall capacity is 160 people.** All exits are clearly marked, have fire-alarm buttons and must remain clear and accessible at all times. The main entrance door is an emergency exit and must be kept unlocked when the hall is occupied. It is the responsibility of the hirer to appoint fire stewards and to familiarise themselves with exits and alarm points. **In the event of a fire, please leave the premises and call the fire brigade.**

**Fire Extinguishers:** these should only be used by a competent person in the event of a fire. Irresponsible setting-off of extinguishers will be charged at £50 per item.

**Accidents:** any accident must be reported promptly and recorded in the accident book located in the kitchen drawer next to the fridge. A **first aid box** is located on the wall behind the kitchen door.

**Defibrillator:** there is a defibrillator located outside the main doors to the hall. The key code to open the box can be obtained from the booking clerk in advance of an event or when required. The ambulance service should also have a record of the code. Once switched on, the defibrillator will issue instructions on how to operate it. **Always ring 999 first in the event of a suspected heart attack.**

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