

Booking Terms and Conditions for Hire of Adderley Village Hall

In these full Terms and Conditions (T&C's) Adderley Village Hall shall be referred to as 'AVH' and the Hirer named on the Booking form as 'the Hirer'

1. Booking. All applications for the hire of the building must be sent to the Booking Secretary. The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age.
2. Deposit. Any deposit required, normally £10 must be paid at the time of booking. Bookings are only deemed to be confirmed on receipt of this payment. Additionally, for what the Booking Secretary deems to be significant events a refundable deposit of £50 is required. This will be returned to the Hirer subject to satisfactory inspection of the facilities by a representative of AVH trustees following the event.
3. Hire Charges. The hiring charges shall be those shown on the booking form and determined by AVH. The hire charges to be paid should reach the Booking Secretary at least 7 days before the engagement.
4. Safety. The Hirer should be aware of the Fire Safety Floor Plan of AVH which is on display and are responsible for health and safety issues and providing information about safety procedures, Fire Exits etc. **Any accident resulting from the hire must be recorded in the Hall Accident Book** to be found in the kitchen.
5. Cancellation. In the event of cancellation less than 7 days before the engagement, an administration charge of £10 may be deducted from the monies paid.
6. Right of refusal. AVH may refuse any application for the hire of the building without stating a reason. Village organisations shall have priority over other bookings, but no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the Booking Secretary shall refer the case to the Management Committee whose decision shall be final.
7. Alcohol. Only alcoholic drinks served over the bar are permitted on the premises. The only exception can be wines or champagne brought in by the Hirer, as previously agreed with the Booking Secretary, for which a "corkage" charge has been paid.
8. Public Entertainments, Music & Dancing. All the conditions attached to the Music and Dancing Licence for the building shall be duly observed. A copy of such Licence may be seen on application to AVH and the Hirer shall be deemed to have had notice of all such conditions. All music must cease in

sufficient time to allow the hall to be cleared by the finish time as booked and no drinks will be served from the bar 30 minutes before the agreed finish time.

9. Sub-let. The Hirer shall not sublet the building or any part thereof.
10. Advertising. All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of deposit.
11. Breakages and Damage. The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.
12. Culpability. Except for proven negligence on the part of AVH, AVH shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled.
13. Entry. During the period of hire, other than the Hirer and their guests, right of entry is restricted to AVH Trustees, staff and police officers on duty.
14. Conduct and Good Order. The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.
15. Cessation of activity. AVH Staff and/or Trustees reserve the right to put a stop to any entertainment or meeting not properly or reasonably conducted.
16. Condition on vacation. On vacation of the building, the Hirer shall leave the building in a clean and orderly state and all empty bottles, cans, paper, food debris and any other waste matter must be cleared from the building and suitably disposed of. The hall and Kitchen must be left in as clean a condition as found.
17. No additions to the building. Use of any fixtures/fittings to the Village Hall must have the prior approval of the Booking Secretary.

18. Animals. The Hirer shall ensure that no animals except guide dogs are brought into the premises without the express permission of the Bookings Secretary.
19. Property of the Hirer and the Hirer's agent must be removed from the building no later than the time agreed with the Booking Secretary. Failure to do this could result in additional charges.
20. Signage. The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the building if in the opinion of AVH Staff or Trustee it shall be unseemly or expose the building to an undue risk of fire or in the opinion of AVH or its agent is likely to lead to disturbance or a breach of the peace.
21. Fire Exits. Fire Exits and corridors must not be blocked and fire appliances must not be removed or tampered with.
22. Lighting. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of AVH.
23. Stage shows. Where the Hirer is intending to use staging or scenery, this must be discussed and agreed at the time of the booking as special conditions may apply.
24. Capacities. The maximum number of persons allowed in the building at any one time is 120.
25. Smoking. Smoking is NOT permitted in any part of the building at any time.
26. Keys. Keys must be returned to the booking secretary immediately after the event.
27. Hire Period. The hire period is the time that the hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up.
28. Insurance. It must be noted that the AVH is not insured for events that are of a commercial nature and people booking the hall for this type of activity must have their own Public Liability insurance in place and produce a copy to the Bookings Secretary at the time of booking.

Adderley Village Hall – Health and Safety

It is the intention of Adderley Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises

and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring, Please lift off bars on the Fire doors in both the hall and kitchen areas
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- Do not stack more than five chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to: **enquiriesadderleyvh@outlook.com**
- Report every accident in the accident book to: **enquiriesadderleyvh@outlook.com**
- Be aware and seek to avoid the following risks:
 - creating slipping hazards on stairs, polished or wet floors - mop spills immediately
MOP AND BUCKET IN STOREROOM
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - use adequate lighting to avoid tripping in poorly lit areas
 - risk to individuals while in sole occupancy of the building
 - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards.
- All waste created by the hire group must be removed from the premises at the end of the event as we have no facilities to remove this

- All equipment used during the hire is used at hirers risk, especially if not used for its intended purpose.
- All breakages must be reported and damages paid for
- All equipment must be used in a respectful manner
- The hall and kitchen areas must be left in a clean and tidy manner
- The toys in the store belong to the playgroup and not the hall, they are not included in hire costs and are not to be used as part of the hire without prior arrangement and permission from the group.