



Charlton Musgrove Village Hall Conditions of Hire

1. These Conditions apply to everyone hiring the Village Hall. If any Hirer is in any doubt as to the meaning or implication of any terms of the agreement, he/she should consult the Trustees at the email address given in 5 below.
2. The Hirer must be 21 or over and accept responsibility for overseeing, and on, the premises at all times.
3. If alcohol is being consumed and or sold, the minimum age for hiring the Hall is 25 years.
4. The Hiring Agreement only gives permission to use the premises for the purpose set out in the booking form and confers no tenancy or other right of occupation on the Hirer.
5. To hire the Hall and/or the Meeting Room the Hirer must complete and sign the booking form and return it to cmvillagehall@gmail.com
6. The Hirer, by signing the Booking Form, acknowledges that he/she has read these Conditions of Hire in full and agrees to be bound by and comply with them in all respects.

7. **Payments**

Following confirmation of your booking and agreement as to the hire charge, you will be given a unique payment reference number. You must pay this by BACS using your payment reference to Lloyds TSB Sort code 30 93 45 Account no 00765180.

9. **Damages Deposit** - to be agreed at the time of booking and paid in advance. The Hirer is liable to pay for the repair of any damage caused to the fabric of the Hall and/or its contents, however slight that damage may be. The Hirer must indemnify the Trustees fully in respect of any cost of repairs/replacement necessitated by damage during the hiring period, even if this exceeds the Damages Deposit.
10. **Cancellation by Hirer:** The hall Trustees reserve the right to charge the following cancellation fees:
 - a) Less than 7 days' notice - 50% of the agreed hire charge up to a maximum of £200
 - b) Less than 30 days' notice - 25% of the agreed hire charge up to a maximum of £100
 - c) More than 30 days' notice - 15% of the agreed hire charge up to a maximum of £100
 - d) More than 90 days - 10% of the agreed hire charge up to a maximum of £100.

11. **Cancellation by Hall Trustees**

In the event of a booking being cancelled at short notice due to unforeseen and unavoidable circumstances, for example severe weather, accidental damage which leaves the Hall unusable, Act of God, loss of power etc. The Trustees will not be responsible for any uninsured expenses of the hirer. The Trustees may at their absolute discretion refund the booking fee only, based upon the reasons for the cancellation and any other relevant factors.

12. **Care of premises**

The Hirer shall, during the period of hire, be responsible for supervision of the fabric and contents of the premises, and the behaviour of all persons using the premises, including proper supervision of car parking facilities in the main and overflow car parks to avoid obstruction of the highway.

13. **Use of premises**

The Hirer must:

- a) Only use the premises as detailed in the Booking Enquiry Form.
- b) Not allow any sub-hire of the premises.
- c) Not allow the premises to be used for any unlawful purpose or in any unlawful way; and
- d) Ensure that nothing in relation to the use of any part of the premises contravenes the law relating to gaming, betting and lotteries.

14. **Public safety**

- a) The Hall complies with all health and safety regulations e.g. fire safety, lighting etc. A Health and Safety Manual is available in the kitchen and the Hirer agrees to read and comply with all its requirements.
- b) For large events the Trustees may carry out a risk assessment, prior to allowing a booking, to address any potential public safety problems.
- c) The Hirer must comply with all conditions and regulations made with respect to the premises by Fire Authority, Local Authority or other Authority.
- d) The hirer, by signing the Hire Agreement, acknowledge that he/she has understood action to be taken to prevent safety hazards and what action must be taken in the event of an emergency (including the location and use of fire equipment, escape routes and the necessity to always keep these clear and emergency numbers).

15. **Capacity**

The number of people on the premises, including the grounds must not exceed 230. The capacity of the main Hall is limited to 170 (reduced to 140 when tables and chairs are used) and the Meeting Room is 30.

16. Smoking is not permitted on the premises or within 10 metres of the premises. The smoking area is away from neighbouring property to the rear of the premises. Notices to this effect are prominently displayed.

17. **Alcohol and Licensing**

Anyone hiring the Hall for an event where alcohol is intended to be sold or supplied will require a Personal Licence Holder i.e. a licensee to be present throughout the booking period. This person must ensure compliance with all relevant licensing legislation and any special conditions which have been imposed by the local authorities.

Where the Hirer is personally known to the Trustees, and at their absolute discretion, the Trustees may agree that a Hall Trustee will undertake the responsibility to act as the Licence Holder.

18. **Prevention of Public Nuisance.**

The Hirer must ensure that Hall users leave the Hall in an orderly and quiet manner, particularly at the end of evening functions. This is to avoid disturbing local residents. Signs to remind people of this are in place by the main exit from the Hall.

If complaints are received from local residents as a result of disturbance caused by the Hirer and/or those attending the event, some or all of the deposit may be withheld.

19. **The car park is situated to the West of the Hall and an additional overflow car park is available across the road. The Hirer must ensure that no obstruction**



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of the highway occurs. The Trustees accept no liability for any damage to/or theft of or from vehicles in the car parks.

20. The use of fireworks within the perimeter of the Hall and its grounds is absolutely prohibited.

21. **No candles, nightlights or other naked flames are permitted anywhere on the premises.**

22. **Health, hygiene and food**

The Hirer must, if preparing, serving, or selling food, observe all relevant food health and hygiene regulations and read the Health and Safety Policy.

23. **Electrical appliance safety**

No additional electrical equipment, including heaters or catering equipment may be used without the express permission of the Trustees. Any additional electrical must be PAT tested before being brought into or used in the Hall.

24. **Portable gas appliances**

The Hirer must NOT under any circumstances bring portable gas appliances into the premises, nor permit any other individual to do so.

25. **Indemnity and insurance**

- a) The Hall is insured only against any claim arising out of its own negligence.
- b) If the Hirer is using third party sub-contractors (for example children's bouncy castles) the Hirer must obtain proof of public liability insurance from the supplier prior to the event.
- c) The Hirer, and persons employed by them, are NOT covered by any insurance effected by the Hall in respect of employer's liability and must make their own arrangements as to such insurance.
- d) The Hirer, by signing the booking form, undertakes to indemnify the Trustees absolutely in respect of any loss, damage and injury to persons or property or other costs arising out of the hiring.
- e) The Trustees do not accept responsibility or liability for damage to, or loss of, any property taken to or left on the premises by any Hirer or any other person at the Hall because of the hiring.
- f) The Trustees do not accept responsibility or liability for any injury suffered by the Hirer or by any person attending the premises during the period of the hiring.

IF A HIRER IS IN ANY DOUBT AS TO INSURANCE COVER, HE/SHE SHOULD CLARIFY THE POSITION WITH THE TRUSTEES.

26. **Accidents**

The Hirer shall report, as soon as possible, to the Trustees any accident involving injury to the public via email to cmvillagehall@gmail.com. A relevant report must be completed in the Accident Book in the Hall.

27. **Children**

- a) All children under the age of 14 years must be supervised by the Hirer, or by an appropriate adult nominated by the Hirer, who must remain on site throughout the hire period.
- b) The Hirer must ensure that any activity for children under eight years of age complies with the provisions of The Children Act of 1989.

- c) No children's party may be held at the Hall without the presence of sufficient responsible adults.
- d) No bouncy castles are allowed inside the Hall due to the fragile acoustic ceiling.

28. **Vulnerable Adults**

Hirers are responsible for ensuring that any activities for vulnerable adults comply with the provisions of the Safeguarding Vulnerable Groups Act 2006 and that only fit and proper persons have access to the vulnerable adults

29. **Cancellations and refusals**

The Trustees reserves the right to:

- a) Refuse any booking.
- b) Cancel an agreement at any time, on giving 7 days' notice in writing to the Hirer, (for example, due to the requirement to use the premises as a Polling Station for elections or by-elections.
- c) Cancel two bookings per year of regular users giving 14 days' notice in writing; and
- d) Cancel or refuse a booking where the Trustees have reason to believe that the hire might lead to a breach of the law or might otherwise involve unsuitable activities.

30. **Performances and Film Shows**

Performances involving danger to the public, or of a sexually explicit nature, must not be given. Children must be prevented from viewing age-restricted films, classified according to the recommendations of the British Board of Film Classification.

31. **Animals**

No animals (including birds) except guide/assistance dogs are allowed in the building. Exemption is given to Hirers undertaking Dog Training Classes. No animals may be allowed into the kitchen at any time.

32. **Cleaning**

Because the Hall has a bio-digester effluent system, only Ecover or similar cleaning materials may be used. These are provided in the kitchen. Under no circumstances should bleach or anti-bacterial cleaning liquids be flushed down drains, sinks or toilets.

33. **End of hire**

The Hirer must ensure that, at the end of the hiring period:

- a) The premises are left in a clean and tidy condition and ready for the next hirer as the Hall will not necessarily be cleaned between booking.
- b) Kitchen cleaning
 - a. All surfaces have been wiped
 - b. Any crockery, glasses etc. have been properly washed up, dried and put away.
 - c. Any cutlery used has been properly washed up, dried and put in the boxes provided.
 - d. Any breakages must be reported promptly at the end of the hiring to the Trustees.
- c) The refrigerator in the kitchen has been turned off and the doors left open. The dishwasher has been turned off and the door left open
- d) The furniture and other items moved from their usual positions are replaced. A hall photo guide has been prepared, showing how the items should be placed in the store/Hall.
- e) The heating in all rooms is set to 18 degrees C.



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- f) The hall is secured with lighting and taps turned off. There may be additional charges taken from the deposit if lighting or water are left running as these are metered.
- g) All rubbish has been removed from the premises.
- h) The whole building is properly locked and the Hirer has left via the front door to secure the alarm. All doors and windows, internal and external, are securely closed and locked. Please note that the double exterior meeting room doors are locked by pulling the handle upwards which engages the bolts.
- i) The premises are vacated within 30 minutes of the end of the function unless other specific arrangements have been made in advance.
- j) The keys are returned to the Keypress and numbers scrambled immediately.
- k) Any damage or breakages to the Hall, its equipment/contents are reported at once to the g-mail. This includes any used fire extinguishers.

34. Event Timings

- a) To comply with our music license, and out of respect for our immediate neighbours, not more than 2 events, with late music, will be allowed per month (with at least 14 days between them). On Fridays and Saturday music and dancing must cease by midnight, and by 23.00 hrs. on any other day, to comply with our licence conditions.

Hirers should note that the deposit will not be refunded unless these conditions are met as you may invalidate our insurance.

Last Reviewed:
Next Review:

December 2024
December 2025