

STANTON VILLAGE HALL

Terms and Conditions of Hire – Function/One-Off Hire

- All function/one-off (not regular) hirers of Stanton Village Hall must read, understand and accept these terms and conditions. They form part of a contract and agreement between the Hirer (the individual or person acting on behalf of an organisation whose name appears on the booking form/order page) and Stanton Village Hall and their Management Committee (charity 520520).
- These Terms and Conditions of Hire should be read in conjunction with Stanton Village Hall's booking service descriptions, policies and hire information. Copies of these documents can be found on our [website](#), inside the Hall or upon request.
- Your electronic submission or signature on the Booking form, submission and/or acceptance of the Terms and Conditions on the online booking form/system are taken as agreement that the Hirer has agreed to these terms and conditions. Where you are signing on behalf of an organisation, Stanton Village Hall Management Committee (herein referred to as the Committee) assumes you are authorised to act on their behalf.

1 Booking, Rate and Payments

- 1.1 Your hire fee, deposit and other charges should be checked when booking. We recommend hirers check these to ensure there are no errors.
- 1.2 The Hall must be booked for the entire amount of time it will be used, **including setting up and clearing away** (i.e. book from when you will need to enter to set up until when you will lock the door when you leave).
- 1.3 Both hire fee and damages deposit must be paid before the hire period begins and as specified on the booking system in place.
- 1.4 A Damages deposit is taken at the time of booking (as 1.5 below) and is returnable following hire and in line with 1.5 and 1.6 below.
- 1.5 Damage deposits will be forfeited, wholly or partially, in the following circumstances:
 - 1.5.1 If the Hall is not left in a clean, satisfactory condition following the hire.
 - 1.5.2 If tables, chairs, fittings, fixtures, accessories, surrounds, outbuildings, or boundaries have been damaged or removed from the Hall during the Hire period.
 - 1.5.3 That a fire extinguisher is improperly used.
 - 1.5.4 That keys or security fobs are lost or not returned.
- 1.6 The Damages deposit shall normally be returned within 48 hours following hire, allowing the Committee or its representatives to ensure that the Hall and its contents are in good order. For payments made online (for instance by bank transfer), refunds will be processed within 48 hours but may take longer to reach your account.
- 1.7 The Hall will usually be opened up for you or alternative arrangements made. Keys must be signed for by the hirer and must be handed back on the day the booking event ends, or as otherwise arranged with the Booking Secretary.
- 1.8 The Hall is not to be sub-let during the booking period without prior permission.
- 1.9 The Hall should only be used for the purpose described by the hirer in the Booking Form.
- 1.10 Hirers should be over 18 years of age. Unfortunately, due to past issues, the Hall is unable to accommodate 16th - 21st birthday celebrations.
- 1.11 Cancellations will be treated as follows:
 - Cancellations more than 30 days in advance: Full refund of hire fee and damages deposit less a £5 service charge. Or you can reschedule to another date at no cost.
 - Cancellations 15-30 days in advance: 75% hire fee and full damages deposit returned.

- Cancellations 2-14 days in advance: 50% hire fee and full damages deposit returned.
- Cancellations less than 2 days in advance: 0% hire fee returned but full damages deposit returned.

2 Facilities

- 2.1 Hire includes the Hall and grounds, tables and chairs, and kitchen (hot water boiler, kettle, oven). The stage is also available at an extra cost or as detailed in your booking service.
- 2.2 The Hall closes at 11.30 pm after which time the power is automatically cut to sockets. The music should stop by 10.30 pm.
- 2.3 No person or animal should be left in the Hall overnight.
- 2.4 Prior permission should be sought if you or your guests expect to leave cars at the Hall overnight
- 2.5 Stanton Village Hall does hold agreements with some vehicle owners for use of the car park. However, any parking allocated to other parties is deducted from the car park spaces advertised on our website. In other words, if we have 22 spaces but 2 are allocated to others we will advertise 20 spaces.

3 Responsibilities of the hirer

- 3.1 The Hirer must be present during the period of Hire.
- 3.2 The Hirer is responsible for the supervision and care of the building, grounds and contents, as well as the behaviour and safety of all persons (your guests) using the premises during the hire period.
- 3.3 All waste beyond one normal-sized black bin bag is to be taken away by the hirer. Only one normal black bin bag (up to 60l) can be left in our black outside bin. See 1.5 for deposit forfeits related to this.
- 3.4 The Hirer is responsible for the safe keeping of the keys until they are returned to the Booking Secretary (or their deputy). See 1.5 for deposit forfeits related to this.
- 3.5 In addition to any points noted in other sections, the Hirer is responsible for ensuring:
 - 3.5.1 That maximum numbers are not exceeded. The Hall accommodates 150 persons. For comfort, you may look to limit this to more than 90 persons.
 - 3.5.2 That the Hall, toilets, reception area and grounds are left in a clean and tidy state ready for the next hirer.
 - This includes ensuring toilets, sinks, tables and chairs are clean.
 - Tables and chairs should be returned to where they were found.
 - Lights, water boilers and taps should be turned off.
 - No tape or tack to be placed on external doors or walls as our paint is prone to peeling off.
 - 3.5.3 That all doors and windows are closed and secure upon leaving the building and that the alarm is set.
 - 3.5.4 That you and your party are as quiet as possible to respect neighbours when leaving the Hall, especially if late at night.
 - 3.5.5 That fire escapes, routes and doors are not obstructed during the hire period. They have familiarised themselves with any policies or guidance referenced in the Hire Information Pack. If an emergency services vehicle must attend the car park barrier gates must be unlocked by the hirer (with the key on the keyset provided).
 - 3.5.6 That no Fireworks are brought into or lit in the Hall or on the grounds.
 - 3.5.7 That any damage made during the hire period is reported to the Committee, Booking Secretary, or their Deputy.
 - 3.5.8 That any loss or damage to the premises, fixtures, fittings, or contents are made good or paid for (initially from the damages deposit).
 - 3.5.9 That you and your party are aware of relevant hall policies including fire procedures. Copies are displayed in the Hall.
 - 3.5.10 That any electronics brought into the hall are suitably PAT tested to ensure the safety of users and ensure no damage is caused to the building/electrics.

4 Alcohol, Smoking, Betting and Entertainment

- 4.1 The Hall is not licensed for entertainment and does not have a premises license. You will need a Temporary Events Notice for Licensable Activity.
- 4.2 It is the Hirer's responsibility to ensure that the Licensing Conditions required by the Law are met.
- 4.3 Alcohol can be consumed on the premises but the hirer should ensure that a Temporary Events Notice is not required.
- 4.4 Smoking or vaping is not allowed in the building. Smokers are requested to use the ash boxes outside of the Hall. Butts should not be left on the ground.
- 4.5 No collections, game of chance, sweepstakes, lotteries, or betting of any nature may be conducted on the premises without prior consent.

5 Insurances

- 5.1 Stanton Village Hall holds Public Liability Insurance. This covers users making use of the premises and equipment owned by the Village Hall when properly used.
- 5.2 The Hirer must ensure they have insurance to cover equipment that they bring into the Hall that may carry a risk to users during their hire period.
- 5.3 The Hirer must ensure any third parties (bouncy castle providers, entertainers, caterers) have adequate insurances that cover the risks posed and that these are PAT tested.

6 General Notes

- 6.1 All bookings are at the discretion of the Committee.
- 6.2 The Committee reserves the right to cancel a booking if the Hall is required as a Polling Station by the local authority, that the Committee feel these terms and conditions may be breached by the Hirer, or that the premises become unfit for safe use for the purposes required by the Hirer, or that the premises are required for emergency use.
- 6.3 In the case of 6.2, the Hirer is entitled to a refund, but Stanton Village Hall shall not be liable for any indirect loss or damages to the hirer whatsoever.
- 6.4 The Committee has the right to amend these Terms and Conditions at any time as they find necessary (where possible giving one month's written notice).
- 6.5 The Committee reserve the right for either themselves or an authorised officer to enter the Hall at any time during the hire period to ensure that the Hall is being used in the manner intended or if they believe that these Terms and Conditions are being breached.
- 6.6 The Committee reserve the right to immediately cease a hire session if the Hall is not being used in the manner intended, or in line with these Terms and Conditions, or if it is felt that damage to the building, welfare of users, or the reputation of the charity is at risk. No refund or return of damages deposit will be available in this scenario.