

SHALFORD VILLAGE HALL TERMS AND CONDITIONS OF HIRE

It is important when you hire or use Shalford Village Hall that you read and understand these Conditions of Hire. They do apply in all cases, whether or not you have formally agreed to them; and to all bookings, whether regular, occasional or one-off.

The terms and conditions of hire should be read in conjunction with Village Hall policies on Health and Safety; Equal Opportunities; Environment; and Child/Vulnerable Adult Protection, which are displayed on the website and in the Village Hall.

Charges and Deposits

Charges for bookings are shown on the SVH website and on the invoice issued after a provisional booking is made, or as notified by the Lettings Secretary if dealing directly with her. The hire charge does not include extra requirements such as chair and table setting out/ clearing away etc and if required, this will attract an additional charge, based on the amount of work involved. As a guide, meetings of over 100 chairs or a large number of tables and chairs, will incur a higher charge. Current charges are shown on the SVH website

Non-regular users may be asked for an additional security deposit, which will be returned when the trustees have inspected the premises for damage and cleanliness after the event. The deposit is determined with regard to the risk associated with the hire. Teenage parties, where accepted, will attract a much higher deposit than other events.

A charge may be deducted, or deposit forfeited without notice, to cover work or expenses necessitated by damage or complaints, including poor condition of the Hall after hire; rubbish left inside or outside the Halls; excessive noise; and antisocial behaviour or disturbance.

Invoicing and Payment

Regular users will be invoiced in advance and are required to make full payment within one month of the issue of invoices. All other hirers will be invoiced at time of booking. Full payment is required a minimum of one week before the event OR by the date stated on the invoice.

Payment is to be made via BACS. We cannot accept cash or cheque payments or payment by credit or debit card.

Cancellation by the Hirer and Charges

Regular Hirers

Where the Village Hall is unable to provide a booked facility due to operational or unforeseeable circumstances, the hirer will be offered another day and time that is mutually convenient to both parties. If this is not possible, a refund will be offered or the fee rolled over to cover a future booking already made. If the hirer wishes to cancel a booked facility the same terms will apply provided at least 4 weeks notice is given.

Where a class tutor/ instructor is unavailable to take a session and the session is cancelled with less than one week's notice, no refund will be given.

Where a term or course is cancelled by the hirer part way through, no refund will be given for the remainder of the term. If further blocks of bookings are involved the bookings secretary will consult the Management Committee on the appropriate cancellation period or fee.

Non-regular hires

If the hirer cancels a confirmed booking less than 3 months before the hire date, full fees will be retained. The Security deposit will be returned.

If the hirer wishes to change the date of a confirmed booking this will be accommodated where possible; but if this cannot be done because there is not a suitable slot in the diary, and the cancellation is made less than 3 months before the hire date, then full fees will be retained

Cancellations by the Village Hall Management Committee

The Management Committee reserves the right to cancel a booking in the following circumstances:

- The premises being required as a Polling Station for a Parliamentary or Local Government election or by-election
- The premises becoming unfit for the use intended by the hirer
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire or explosion and those exposed to such risks

In such circumstances any deposit or fee paid will be refunded; but the Village Hall will not be liable to the hirer for any resulting direct or indirect loss or damages.

Access to the Halls and periods of hire

Bookings relate only to the specific rooms and days and times hired. Hire periods are as follows, unless by prior arrangement:

Monday – Thursday all day Hourly rate with a minimum 2 hour booking between 0900-2300

Friday daytime: Hourly rate with a minimum 2 hour booking between 0900-1800

Friday, Saturday & Sunday evenings: 1800-2300

Saturday & Sunday daytime sessions: 0900-1330; 1330-1800

Hirers should allow for any setting up of and putting away/dismantling any furniture/equipment within the hire period.

Access is by key. Hirers will be given the code to the relevant key box, located next to the entrances of the Main and Upper Halls respectively.

Supervision

The hirer or his/her representative must be present during the period of hire and ensure that terms and conditions are observed. The hirer will, during the period of the hire, be responsible for: supervision of the premises; the fabric and contents and their care and safety; also, the behaviour of all persons using the premises, including proper supervision of car parking arrangements to avoid obstruction of other users.

Car park

Hirers may use the car park but do not have an automatic right to do so. The Management Committee reserves the right to allocate or charge for parking if this becomes necessary to ensure all hirers have access to parking. Cars must not be parked on the driveway or in other areas where they may inhibit access to emergency vehicles.

Use of premises

Except where special arrangements have been made, hirers are expected to set up tables and chairs and other equipment as required and to return them to the appropriate area after use. Tables should be wiped down if necessary and care taken in moving furniture to avoid damaging the floors.

The basic rule is that the room and facilities should be left as they were found

The hirer is responsible for leaving the premises in a clean and tidy condition and for ensuring lights, taps, equipment etc are all turned off and where appropriate, the building is secured.

All rubbish and waste must be taken away and disposed of by the hirer or a deduction will be made from the deposit

The hirer will be required to make good or pay for all damage (including accidental damage) to the premises and their contents; and a charge may also be made to cover the costs of any additional cleaning required, including rubbish rem

The hirer shall not use the premises for any purpose other than that described in the hiring acceptance form; and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way; nor do anything or bring onto the premises anything which may endanger the premises.

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries

Stored equipment

The Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the Halls. All equipment and other property (other than stored equipment/property) must be removed at the end of each hiring. The Management Committee may use its discretion to remove and/or dispose of property in the following circumstances:

- failure by the hirer either to pay charges due, or to remove property within 7 days after the agreed storage period has ended; and
- failure by the hirer to dispose of any property brought onto the premise

Smoking /vaping or any use of e-cigarettes

The hirer must ensure that the hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision will be asked to leave the Hall.

Fire safety

All hirers must make themselves, and all individuals using the premises, aware of emergency escape routes. Plans identifying the fire alarm points, fire exits, and the location of appliances are posted in the Main Hall and the Servery.

Licensed Activities and TENS

The Village Hall has a Premises Licence covering Regulated Entertainment. However if your event at Shalford Village Hall involves the **sale or supply of alcohol** i.e. sale by retail and also 'proxy' sales (e.g. drinks included in the ticket price, donations for alcohol), **you** must apply for a Temporary Events Notice (TEN). Please go to the Guildford Borough Council website for more information, including the application form and price. Each event requires a separate TEN.

You must apply at least 10 clear working days before your event. But we advise that you apply at least 21 days before your event. You are reminded that it is illegal to supply or sell alcohol to under 18s.

Exceptionally, we may be able to apply for a TEN on your behalf, as there is a Personal Licensee among the trustees. If you need this service, please contact the Bookings Secretary

Accidents

The hirer must report to the Lettings Secretary, all accidents involving injury to the public; and the hirer must also complete the Village Hall Accident Book (available in the First Aid Box in the Serveries in the Main Hall, Club Room 1 and the Upper Hall)

Children Act 1989

The hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and any subsequent legislation; and must ensure that only fit and proper persons who have passed the appropriate Criminal Records Bureau Checks have access to the children.

No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior permission of the Management Committee. Any alteration, fixture or fitting or attachment so approved shall, at the discretion of the Management Committee, remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the hirer, who must make good any damage caused to the premises by such removal.

Fly posting

The hirer shall not carry out or allow without permission fly posting or any other form of unauthorised advertisement for any event taking place at the Village Hall.

No Rights

The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hire