

VICTORIA VILLAGE & DISTRICT WELFARE HALL

TERMS AND CONDITIONS OF USE

Victoria Village Hall is a community asset run by the Trustees of Victoria Village Hall, who are volunteers. We have no paid staff. Hire of the Hall is therefore hire of the facilities only and it is important that you follow our terms and conditions of use as set out below:

1. **Housekeeping.** You are responsible for leaving the Hall (including the kitchen, toilet facilities and external areas) in a clean and tidy state ready for the next user. Cleaning equipment and basic materials are provided for your use in the kitchen and in the caretaker's cupboard. If you do find the Hall left untidy or unclean by a previous user, please report this as soon as possible by email to info@victoriavillagehall.com

If no-one is using the Hall directly after you, you are also responsible for switching off all heating and lights and locking the Hall when you leave. If you fail to switch off the heating and/or lights, we reserve the right to charge you an additional amount to cover the added costs incurred.

2. **Key access.** If you hire the hall regularly, you may apply to have a key (deposit required). If you do not have a key, you will be given the code to open the key safe on the wall to the right of the side door. You should request this not more than a week prior to your event by emailing victoriavillagehall.com. You should disclose the code only to others involved in your event on a need-to-know basis.
3. **Licences.** The Hall does not have licences for the sale of alcohol or playing of music. If you will be selling alcohol, including as part of a ticket price, you need to arrange a TENs licence yourself and must notify us that you are doing so. If you are playing music at any event or class that is open to the public, then you may need a licence, and it is your responsibility to check whether this is needed and obtain the licence as necessary. Note private events and parties do not need a music licence.
4. **Health and safety:** Our health and safety policy contain important information about what to do in the event of an emergency or an accident, including the Hall's evacuation procedures. You are responsible for familiarising yourself with the policy and must ensure you and anyone attending your event complies with all its requirements. A copy of the health and safety policy is available on the policy page of our website at
5. **Damage.** During your use of the Hall, you are responsible for supervising and taking care of the Hall and its fixtures, fittings and contents used by you and must report all damage as soon as possible. We reserve the right to require you to make good or pay for all damage (including accidental damage) to the Hall and its fixtures, fittings and contents and for any loss of contents.

6. **Proper use.** You are responsible for the behaviour of all those involved in your event whilst they are on the Hall's premises. You must not:

- allow anyone to smoke anywhere on the premises, including outside
- allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way.
- do anything or bring on to the premises anything which might endanger the premises or render our insurance invalid.

7. **Noise.** Please be considerate to those living locally and control noise from your event, particularly at the end of any evening party. You are advised to keep doors and windows closed and, if you are playing music, asked to play calmer music at a lower volume towards end of evening to help people leave quietly. Music must finish by 11pm, and the majority of your guests should be expected to leave shortly after this, even if the Hall is hired until later to allow you to clear up.

8. **Car parking.** If you or anyone attending your event comes by car, you are responsible for ensuring proper supervision of car parking arrangements so as to avoid obstruction of the highway, inconvenience to local residents and the ability of the emergency services to access the Hall and surrounding properties at all times.

You use the Car Park at YOUR OWN RISK, Victoria Village Hall will not be responsible for any damage caused or injuries.

9. **User property.** If you hire the Hall regularly, you may leave equipment and other property in the Hall by prior agreement with the Trustees. The Hall does not accept any liability whatsoever for such equipment, which is left entirely at the owner's risk. It is the responsibility of all users leaving property in the Hall to store it tidily.

10. **Equality.** The Trustees are committed to providing equality of opportunity to all. Users of the Hall are expected to follow equality laws at all times and adhere to the Hall's equality policy, which is available on request.

11. **Safeguarding and children's parties.** If you are hiring the Hall for an event involving children, young people or vulnerable adults, you are responsible for ensuring their safety. You must have any requisite safeguarding policies in place and take any applicable steps to ensure that no person will have unsupervised access to any child, young person or vulnerable adult attending your event unless that person has a valid certificate issued by the Disclosure and Barring Service (DBS). If requested, you must provide us with a copy of your safeguarding policy and evidence that you have carried out relevant DBS checks.

In addition, you may, if you are booking the Main Hall and you confirm it is necessary for safeguarding purposes, book the Committee Room and request that the charge for these is removed by putting a note in the comments box of the booking. Safeguarding policies are not essential for private parties, but we will also waive the charges for the Committee Room for children's parties if you book these in addition to the Main Hall and request the removal of these charges.

12. **Personal information.** We collect and hold personal information relating to those who contact us about booking the Hall and may hold information about users of the Hall (for example, information about accidents) for the purpose of managing the Hall, its hirings and finances. Access to this personal information is limited to the Trustees and staff. You have a right to ask us whether we hold personal information about you, and to have this information corrected if it is wrong. If you do this, we will ask you to provide us with evidence of your identity before we provide you with any information.
13. **Complaints and concerns.** If you have any concerns or complaints, whether about a booking or any other matter relating to the Hall, please let us know.
14. **Contacting us.** You can contact us by email at info@victoriavillagehall.com or alternatively speak to any of the Trustees.

Reviewed Feb 2025

Victoria Village Hall is a registered charity with number 524375.