



These standard terms and conditions apply to all hirings of Kingston Seymour Village Hall. To book the hall, you must accept these terms and conditions. *If you make repeat bookings for hire with us, these terms and conditions apply to all future bookings until further notice.* 'We' and 'us' mean the Kingston Seymour Village Hall Management Committee.

Additional conditions may be required by us for some bookings; these will be advised at time of acceptance of the booking. By signing the booking form you are entering into a contract of hire with us – it is important that you **read these terms and conditions fully**, as they require you to accept specific responsibilities and liabilities. It is your responsibility to fully understand what is required – please ask the bookings coordinator if you are unclear.

The hall is licensed by North Somerset Council; the licence is displayed at the hall. Specific aspects, including the finish time for events and the consumption of alcohol are subject to the conditions in that licence – see below.

1. Bookings and deposits

Bookings are accepted at the discretion of the Village Hall Management Committee, and upon receipt of a completed Booking Form detailing your requirements and intended use. Dates are not confirmed until a Booking Deposit or full hire fee has been paid on the following basis:

- (i) for single short hire events, costing less than £30, full payment at time of booking
- (ii) for longer events, a non-refundable deposit of 25% or £30, whichever is the greater, payable at the time of booking.

In addition, a deposit for cleaning or against damage may be required for certain events at our discretion. As a general guide this is applied to all 'parties' and to most events where alcohol is served. We will advise this at the time of booking and include it on your invoice. These supplementary deposits together with the balance are then due 28 days before the date of the booking. We may not always be able to issue you with reminders please observe all dates and deadlines. This Damage Deposit is fully refundable upon satisfactory inspection following your event.

2. Use of the premises

The hirer shall only use the premises for the purposes specified on the Booking Form and agreed by us, and not for any purpose which is unlawful. We will agree start and finish times for events; you may not over-run these. It is the hirer's responsibility to ensure that enough time has been booked for set up and cleaning. Another hirer may be starting immediately your booked time ends.

You must only use the rooms you have booked (plus common areas including toilets). Please be respectful of other users who may be in adjacent rooms

3. Supervision and care

The hirer is the person named on the Booking Form and must be present at events they have booked. He/she must be over 21 years of age and is responsible for the supervision and care of the premises during the hire period:

- **Safety.** The hirer must be familiar with safety arrangements including fire exits, external lighting and make suitable public safety announcements. Fire exit signs must be illuminated during the hire.
- **Behaviour.** The hirer is responsible for the orderly conduct of events in the hall.
- **Care of premises.** The hirer is responsible for any damage to the fabric of the building or fittings. A deposit may be required; damage and breakages must be paid for. Further details regarding chargeable items and kitchen equipment is detailed on the hire form for those items

4. Alcohol – a summary

The hirer must inform us at the time of booking if alcohol is to be consumed at the hall, whether alcohol is for sale or not. Alcohol must not under any circumstances be bought into the hall without our express permission.

Alcoholic drinks may be provided by the hirer for free but NO sale of alcoholic drinks (including those given as part of a ticket or paid entry) may be undertaken unless the permission is sought from us. Certain rules, and corkage charges, may apply under the terms of our Alcohol License and will be discussed at the time of booking. No events may be advertised stating the availability of alcoholic drinks for sale without our prior permission.

If alcohol is consumed, the hirer must take responsibility to prevent:

- Under age drinking. No alcohol can be served to or consumed by under 18s on or around the premises.
- Public nuisance and dangers to health from over-consumption.

Further detailed information is included in our statement on *Alcohol Licensing and Consumption*

The Management Committee reserve the right to make spot checks to ensure that these conditions are being observed, and will end events if they are breached.

5. Noise

The hirer is responsible for ensuring that noise at the hall does not exceed reasonable levels. In particular amplified music must not be played at a level which would cause complaint from nearby residents. Be aware that open doors and windows exacerbate this – we ask that windows and doors are kept closed after 22:00 and that all amplified music is turned off after 23.59.

6. Insurance

The hall has its own third party and public liability insurance and will extend this to non-commercial events organised by village organisations or individuals. Commercial events should carry their own insurance for third party risks. The hall cannot accept responsibility for loss or damage to hirers' property brought to the hall, or to motor vehicles parked at the hall.

7. Decorations

The hirer shall only fix decorations in a manner which does not leave permanent marks or require redecoration; costs of repair will be charged. There is a wire tucked behind the pelmet that can be used to attach lightweight decorations such as bunting or fairy lights. Caution should be exercised when using helium balloons that these are not left in the roof space or allowed to escape and cause a danger to livestock. Chinese Lanterns are not allowed under any circumstances.

8. Cleaning

The hall is cleaned regularly to a good standard. Hirers are responsible for cleaning and tidying the hall after the event and leaving it in an acceptable state at the end of a hire. All cleaning materials are provided and colour coded for correct use in accordance with guidelines. Further information is posted on the inside of the cleaning cupboard door. Certain types of events will have their own cleaning requirements and these are notified at the time of booking. Small quantities of landfill waste (maximum of 1 black bag; no unbagged, food or trade waste) can be deposited in the external wheeled waste bin at the side of the hall. Please replace the kitchen bin liner from the supply under the sink. Food waste and all recycling materials (glass, cardboard etc) must be removed from the hall. Used tea towels can be left in the laundry bin (situated under the small hand basin in the kitchen) for us to wash. We reserve the right to make charges for additional cleaning or redecoration required.

9. End of Hire

Please return all furniture to the agreed positions or, if no specific advice has been given, simply move it to the side of the room leaving doorways windows and heaters clear of obstruction. At the end of the hire, the hirer must check that all lights are turned off and all windows and external doors are fully secured.

The hirer is responsible for the return of hall keys to the nominated person as soon as practicable, or to the lock box affixed to the outside of the building immediately upon unlocking or locking the building. The hirer will be charged for any lost keys.

We will retain any lost property for not more than 28 days.

10. Cancellation

The hall has a cancellation policy. If the hirer wishes to cancel the booking before the date of the event, they must tell the hall's booking coordinator as soon as possible and, if asked, confirm this in writing. We prefer not to levy excessive charges and try to remain flexible but hirers shall in the event of cancellation, receive a refund on the following basis:

- more than 8 weeks prior to event - 100% refund less any deposit paid
- less than 8 weeks prior to event - 75% refund less any deposit paid
- less than 6 weeks prior to event - 50% refund less any deposit paid
- less than 4 weeks prior to event - 25% refund less any deposit paid
- Less than 2 weeks - no refund

We reserve the right to cancel a booking in the case of force majeure – for example the premises being required as a polling station, or flood or fire. We will not be liable for any resulting loss in such a case.

11. Other aspects of hire

The hirer must observe and enforce:

- Compliance with the requirements of the Children Act 1989 and associated regulations and guidance relating to the protection of children
- The national smoking ban in public buildings
- Clear access to fire doors
- Age restrictions on the public screening of some films
- Fair Trading laws
- Health and hygiene regulations for preparing, handling, serving and selling food
- Gaming, betting and lotteries legislation
- Alcohol legislation – see our separate Terms and Conditions for Alcohol Licensing and Consumption.