

Pampisford Village Hall

Terms and Conditions of Hire for Regular Users

1. The Trustees retain the right to refuse any application for the hire of the hall. No sub-letting is allowed.
2. Persons under 18 years of age cannot make bookings.
3. An invoice will be sent to the regular user group, one month in arrears. Invoices must be paid 7 days from receipt of invoice. Payment is only accepted via BACS payment (details of which are on the website), unless agreed with the Management.
4. A full refund will be given if cancellation is received in advance of the booking date.
5. Regular users will be provided with the Key Safe Code for access to the Hall. This must not be shared with other members or the public or your group without advising the Management as a register is kept of all keyholders.
6. Bookings are taken in order of the date the request is received.
7. The hirer is responsible for the proper and orderly use of the hall and the full cost of repair or replacement of anything damaged or lost.
8. Any damage, breakage, loss or defect must be reported immediately (contact details can be found on the web).
9. The Trustees reserve the right to alter charges at any time.
10. The hirer uses the hall at their own risk. The hirer is to take out their own insurance to cover any personal injury or damage to their property if it would be deemed to be reasonable and prudent to do so. The Trustees cannot be held responsible for any loss or damage to any property of the hirer. **It is your responsibility to provide the Pampisford Village Hall Trustees with a copy of your certificate annually.** A copy of the Hall's Insurance Certificate is on the notice board and web.
11. Nothing is to be affixed to the walls, ceiling or any other surface without prior approval.
12. Limited storage is available at the Village Hall. The hire of cupboards must be agreed with the Management and keys to storage will be kept by the hirer and the Management. The hirer must inform the Management of what is stored in cupboards at all times. All cupboards must be cleared once a booking has come to an end and the keys handed back to the Management.
13. The premises are for use between the hours of 7am and 11pm.
14. All music, amplified or not, must be kept at a reasonable level throughout the hire so as not to cause a disturbance. The hirer is responsible for making random checks outside the premises to ensure a disturbance is not being caused.
15. There is a strict No Smoking and No Naked Flames policy on the premises, including the outside space.
16. There is a strict No Pets Allowed policy, apart from assistance dogs on the premises.

Leaving The Hall

1. The Hirer is responsible for leaving the Hall as they found it – report any problems as soon as possible.
2. All rubbish must be placed in the appropriate bins outside.
3. All furniture must be replaced in its correct position.
4. The hirer must ensure users leave in a quiet and orderly fashion so as not to cause disturbance.
5. The Hirer must ensure that all windows and doors are closed and locked and the key is replaced in the Key Safe located at the rear of the building.

Internet access via Wi-Fi, TV Content

There is free access to the Internet via WiFi and details can be found on the noticeboard inside the Hall or on the website.

All users of this service must ensure that, when applicable, they hold their own TV Licence (please see <https://www.tvlicensing.co.uk> for more information). The Hall does not have a TV Licence.

Fire Regulations

1. All fire exits must remain free from obstruction at all times.
2. All exit doors must remain unlocked during events.
3. The maximum number of people permitted in the hall is 65 seated and 80 standing.
4. Any electrical equipment brought into the hall must conform with current regulations.
5. The fire assembly point is on the pavement at the front of the building.

Sale of Alcohol

1. Alcohol may only be sold in accordance with the Premises Licence or a valid Temporary Event Notice if the days and function times fall outside the scope of the Premises Licence.
2. Any Temporary Event Notices must be agreed by the Management and the original notice must be presented, as proof, at least 14 days prior to the event.
3. If you wish to charge for alcohol at an event, you will need the relevant licence, a copy of which should be given to the Management in advance of the event. More details can be found at [Apply or find out about a personal licence - Cambridge City Council](#)

Safeguarding

1. Pampisford Village Hall Trustees will follow the principles set out in its Vulnerable adult and child protection policy, a copy of which can be seen online or supplied as hard copy.
2. We will need to be satisfied that any organisation hiring out the hall for 'regulated activities' has the necessary checks and registrations in place. 'Regulated activities' are those activities which involve contact with children or vulnerable adults, on a frequent basis. These could be paid or voluntary activities and will include all childcare providers, youth groups etc.
4. When hiring out the hall to organisations working with children, we will need to be satisfied that the hirer/day-care provider has the relevant policies and procedures and checks in place for keeping children safe. Anyone having unsupervised contact with children should have had the appropriate checks ie an enhanced CRB check and from November 2010, ISA registration status for all new employees. It is your responsibility to provide the Pampisford Village Hall Trustees with a copy of your certificate annually.

How to Make a Payment

We only take payment via BACS using the details below (unless otherwise agreed with the Management):

Bank Account Name: Pampisford Village Hall Management Committee

Sort Code: 30-91-74

Account Number: 011 711 16

For any account queries please email accounts@pampisfordvillagehall.org

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