

## **Pampisford Village Hall**

### **Terms and Conditions of Hire**

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. Upon receipt of an invoice, the appropriate hiring fee must be paid 14 days in advance of the booking. Payment is only accepted via BACS payment, details of which are on the website.
4. A full refund will be given if cancellation is received up to 14 days in advance of the booking date.
5. A deposit of £50 will be required with each booking against cancellation, damage, or misuse. Your deposit will be returned to you, minus any deductions necessary, within 7 days.
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. The premises are for use between the hours of 7am and 11pm.
13. 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.
14. There is a strict No Smoking and No Naked Flames policy on the premises, including the outside space.
15. 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.

### **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.

### **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 Trustees and the original notice must be presented, as proof, at least 14 days prior to the event.

### **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.

3. 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.

Registered Charity Number: 1054597

