

Gussage All Saints Village Hall Dorset
Registered Charity No. 1162747
Email:gasvillagehall@outlook.com

Hiring Terms and Conditions

1. The hall address is Gussage All Saints Village Hall, Gussage All Saints, Dorset.BH21 5ET
WhatThreeWords:/// special.regretted.gosh
2. Our contact details E: gasvillagehall@outlook.com T:07872181673
3. Applications for hiring should be made to the lettings team with payment of the correct fee. Payment by bank transfer is preferred.

Account Name: Village Hall	Sort Code: 309968	Account No: 00302874
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4. The hire will not be valid until the hirer has paid the agreed fee which is required in full 7 days prior to hire date. The hire will be confirmed by email upon receipt of the hiring fee and hiring agreement.
5. The hirer shall use the premises only for the purpose stated on the booking form and shall comply with all relevant laws and regulations.
6. The hall is not available for hire to persons under the age of 18.
7. **Safeguarding children, young people and adults at risk:**
 - a) For all bookings involving children, young people and/or adults at risk, the hirer is required to have their own Safeguarding policy and must ensure that those who work with children, young people and adults at risk hold a current DBS certificate.
 - b) The exception to paragraph a) is where the hall is hired for private parties arranged for invited friends and family where children are accompanied by their parent(s) or guardian(s).
8. **Health and Safety:**
 - a) The hirer should familiarise themselves with the Hall's Fire Evacuation Procedure and ensure all attendees of the Hirer's function have read the Procedure. The Fire Evacuation procedure is emailed to the hirer as part of the bookings process and is displayed on the Hall's notice board.
 - b) The accident book and first aid kit are kept in the kitchen by the windowsill.
9. **Refuse:**

We ask that you take all your rubbish home. This includes and recycling, nappies etc.
The council do not provide bins for village halls.
10. **Media and Music:**
 - a) Gussage All Saints Village Hall is licensed for live and recorded music playback and for live music events. Music is permitted until 11pm.
 - b) The Hall does not hold a TV licence. It is the hirer's responsibility to ensure compliance if live/recorded/streamed TV is to be watched on any device.

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Use of the Hall:

11. The hirer shall not sublet or transfer the letting to any other person.
12. The trustees reserve the right to refuse or cancel any hire at any time. In such case, any fee paid will be returned and the trustees will be under no further liability.
13. The hirer may cancel a booking at any time. In that event 24 hours' notice is required for the payment or repayment of any monies.
14. The hirer shall indemnify the trustees for any loss, damage, claims or liability arising from the hirer's use of the Hall.
15. The trustees shall not be liable for any loss or damage caused to the Hirer or any other person, or to their property.
16. The trustees shall not be liable for any failure or interruption to the electricity, internet, water supply or other services or for the failure of any equipment or facilities on the premises.
17. No alterations or adjustments shall be made to any lights, heating or other electrical equipment. Use of heating is included in the hire, please turn the heating on and off by using the main switch on the wall and do not adjust the controls. Use of the hirer's own electrical equipment will require the approval of the lettings team.
18. No alcoholic drinks shall be sold on the premises without the consent of the trustees. If alcohol is to be sold, the hirer is responsible for obtaining the necessary licence from Dorset Council. A copy of such licence must be given to the lettings team at least 7 days before a hiring. No alcohol is to be sold to those under 18 years of age.
19. The hirer shall be responsible for the good conduct and order of any person attending the hirer's function and shall ensure that no nuisance is caused. The hirer shall ensure that the adequate supervision is maintained at all times. The hirer (or their representative) shall remain present until the Hall is cleared, cleaned and secured at the end of the hiring.
20. The hirer shall be personally responsible for ensuring that all exits are kept clear and that the emergency exit signs are illuminated at all times, in accordance with fire regulations.
21. Fireworks are not permitted.
22. The hirer shall close the function and vacate the premises at the specified time. If the hirer fails to vacate on time, the trustees may charge an extra fee at their discretion. No function shall continue after 11pm on any day.
23. The hirer is responsible for ensuring that the premises are left in a clean and tidy condition. The hall must be swept/vacuumed and mopped if necessary (mop, bucket, Hoover etc can be found in the storeroom).
24. All litter must be taken away by the hirer. All kitchen utensils and equipment must be left clean and put away as found at the commencement of the letting. The trustees reserve the right to charge for any additional cleaning.
25. On vacating the premises, the hirer is responsible for switching off all electrical light and heaters. If the hirer fails to do so, the trustees may charge an extra fee at their discretion.
26. The hirer shall make these conditions known to all relevant persons in their party.

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27. End of the letting checklist:

- ☐ Tables and chairs to be stacked and put away.
- ☐ Crockery/cutlery to be cleaned and returned to labelled cupboards.
- ☐ Fridge door to be left open and turned OFF at main switch on wall.
- ☐ Floors to be swept and mopped if necessary.
- ☐ All rubbish to be taken away (the council do not provide bins).
- ☐ Toilets to be flushed.
- ☐ Check all sink taps have been turned OFF.
- ☐ Boiling water dispenser to be turned OFF in kitchen.
- ☐ Electric wall heaters to be turned OFF at switch on wall.
- ☐ Check windows are closed.
- ☐ All lights to be turned OFF.
- ☐ Report any breakages or damages to the letting team.
- ☐ Any accidents or injuries to be logged in accident book located in the kitchen.
- ☐ Hall key to be returned as arranged.
- ☐ Return car park barrier across once vehicles have vacated.