Weston Coyney Village Hall
Terms and Conditions of Hire

1. **Acceptance of Terms and Conditions**
   A. The safety and wellbeing of all hirers, visitors and guests is our highest priority. These Terms and Conditions are in place to ensure the safe, respectful and responsible use of Weston Coyney Village Hall.
   B. By submitting an online booking, the Hirer confirms that they have read, understood and agreed to comply with these Terms and Conditions. Acceptance of a booking constitutes agreement to the conditions set out below.
   C. The agreed hire period must include all preparation, setting up, the event itself and clearing down. Additional time cannot be assumed or used outside the agreed booking period.
   D. The person making the booking shall be referred to as the Hirer and shall be responsible for ensuring that all persons attending the event comply with these conditions.

2. **Hall Capacity and Hirer Responsibility**
   A. For fire safety and licensing purposes, the maximum permitted capacity of the Hall is **190** people. This limit must not be exceeded under any circumstances.
   B. The Hirer is responsible for the safety, conduct and supervision of their guests throughout the hire period.
   C. The Hirer, or an appointed representative, must remain on the premises at all times, including during preparation, setting up, the event itself and clearing away.
   D. The Hirer must familiarise themselves with the fire alarm points, emergency evacuation procedure, exit routes and assembly points.
   E. The hirer must ensure all fire exits and emergency escape routes remain clear and accessible at all times.

3. **Respect for the Hall, Neighbours and Committee Members**
   A. Weston Coyney Village Hall is a community-led facility. We ask all Hirers and their guests to treat the premises, neighbouring properties and local community with respect.
   B. Vehicles must only be parked in designated parking spaces. Parking on the grass or any landscaped areas is strictly prohibited.
   C. Where on-street parking is necessary, consideration must be given to local residents and sufficient access must be maintained for local traffic and emergency vehicles.
   D. Verbal abuse, threatening behaviour or physical abuse towards Committee members, volunteers, caretakers or anyone representing the Association will not be tolerated.
   E. The Hirer is responsible for ensuring that all guests behave appropriately and that no excessive noise, disturbance or nuisance is caused to neighbouring residents, particularly when leaving the premises.
   F. The Committee reserves the right to terminate a hire immediately where behaviour is considered unacceptable or where the safety or wellbeing of others is compromised.

4. **Security and Access**
   A. For security reasons, Hall keys will not be issued to Hirers.
   B. The Hirer or their appointed representative must remain on the premises throughout the hire period.

5. **Decorations, Equipment and Alterations**
   A. The Hirer must not make any alterations to the building or its fixtures and fittings
   B. No equipment, apparatus, notices or decorations may be installed, attached or fixed to the premises without prior approval from the Committee. All requests for permission must be made in advance of the event.

C. The Hirer must not interfere with electrical, heating, fire safety or other building services.
D. To protect the premises and ensure the safety of all users Confetti, beads, glitter, sequins and similar decorative materials are strictly prohibited. A £50.00 cleaning charge will apply if these materials are found on the premises.
E. Nothing may be attached, stuck or fixed to the walls under any circumstances without prior written permission from the Committee.

6. Protection of the Dancefloor

A. No liquids of any kind are permitted on the dancefloor.
B. Food and drink must not be consumed or served on the dancefloor. Designated serving areas include the serving hatches, lino area and wooden area near the windows.
C. Any accidental spillages must be cleaned up immediately to prevent damage.
D. Wet wipes or other cleaning products must not be used on footwear on the dancefloor.
E. Any liquid or food spillages resulting in the dancefloor requiring professional cleaning or repolishing will incur a £50.00 charge, which will be deducted from the security deposit.

7. Music, Entertainment and Licensing

A. To comply with the Hall's licensing conditions, the following times must be observed:
Monday to Saturday: All music must cease by 10:45pm.
Sunday: All music must cease by 10:00pm.
B. Events must conclude and guests must vacate the premises by the agreed end time of the hire period.
C. The Hirer is responsible for ensuring that all entertainment and activities comply with applicable licensing requirements.

8. Alcohol

A. The Hall does not hold a licence for the sale of alcohol. However, a bar service may be arranged through an agreement with a local licensed operator, subject to prior approval and suitable arrangements being made.
B. No alcohol may be sold or supplied commercially by the Hirer unless appropriate licensing arrangements have been approved in advance by the Committee.

9. Animals

A. Animals are not permitted inside the Village Hall, with the exception of registered assistance dogs, including guide and hearing dogs.
B. Animals may be permitted on the external grounds, provided they remain under the full control of their owners and prior permission has been obtained from the Committee.

10. Prohibited Materials

A. Fireworks are strictly prohibited at all times, both inside the Hall and on the surrounding grounds. Any Hirer found discharging fireworks will forfeit their full security deposit.
B. Hirers must not bring hazardous materials onto the premises, including compressed gas cylinders, paraffin heaters or other potentially dangerous substances or equipment.
C. Smoking and vaping is strictly prohibited inside the Hall.

11. Cleaning, Waste and Condition of Premises

A. The Hirer is responsible for leaving the Hall clean, tidy and in the same good condition as it was found.
B. All furniture and equipment must be returned to its designated storage location, unless otherwise agreed.

C. All floors must be swept, all tables wiped clean, and all rubbish must be placed in the designated bins.
D. The large external waste bin may be used for normal event waste. Where an event generates sufficient waste to fill the bin before the scheduled fortnightly collection, an additional £40 charge will be deducted from the security deposit to cover an out-of-cycle collection.
E. Additional cleaning, waste removal or remedial work required as a result of the hire may be charged to the Hirer.
F. The Committee reserves the right to deduct reasonable costs from the security deposit to cover additional cleaning, materials, waste disposal, contractor costs and time incurred in restoring the premises to an acceptable condition.
G. Where costs exceed the security deposit, the Hirer will remain responsible for paying the outstanding balance.

12. Insurance, Liability and Personal Belongings

A. The Committee and Weston Coyney Village Hall Association accept no responsibility for loss of or damage to personal belongings, equipment or other property brought onto, left or deposited within the premises.
B. All property is brought onto the premises at the owner's own risk. Hirers are responsible for ensuring that their guests take their belongings with them when leaving.
C. The Hirer shall be responsible for any loss, damage, claims, costs or expenses arising from the Hirer's use of the premises, to the extent that such loss or damage results from the Hirer's negligence, breach of these Terms and Conditions or the actions of their guests.
D. Nothing in these conditions shall exclude or restrict any liability that cannot legally be excluded or restricted.

13. Damage to the Premises

A. The Hirer must report any damage, accidents or incidents to the Committee or its representative as soon as reasonably practicable.
B. Any damage caused to the building, fixtures, fittings, furniture or equipment during the hire period will be the responsibility of the Hirer where attributable to the Hirer or their guests.
C. The cost of repairing or replacing damaged items will be charged to the Hirer. Where the cost exceeds the security deposit, the Hirer will be responsible for paying the additional amount in full.

14. Security Deposit

A. A refundable security deposit is payable in addition to the hire fee and will be determined by the duration of the booking:
   Bookings of up to 5 hours: £150.00 deposit
   Bookings exceeding 5 hours: £250.00 deposit
B. The security deposit must be paid in cash.
C. The deposit will be refundable following the hire, providing the Hall is left clean, tidy and free from damage, and all Terms and Conditions have been complied with.
D. Where additional cleaning, damage repairs, waste removal or other costs are incurred, reasonable deductions may be made from the deposit.
E. Where the Hall is left in an unacceptable condition, is damaged or the event significantly exceeds the agreed hire period, the deposit may be withheld pending an assessment by the Committee.
F. If the costs incurred exceed the deposit, the Hirer must pay the outstanding balance in full.

15. Ongoing and Regular Hire Agreements

A. All new ongoing hire agreements must be for a minimum booking period of two hours.
B. Regular hirers benefit from a reduced hire rate, subject to the agreed booking arrangements and confirmation by the Committee.

C. The Committee reserves the right to review hire charges and amend them where necessary, giving 30 days notice to affected Hirers.

16. Cancellations

A. Should the Hirer need to cancel a confirmed booking, the following cancellation charges will apply as a percentage of the total hire fee, based on the notice provided:

Notice of cancellation	Cancellation charge
21 – 28 days before the hire date	10%
14 – 20 days before the hire date	20%
7 – 13 days before the hire date	40%
More than 48 hours but less than 7 days before the hire date	65%
More than 24 hours but up to 48 hours before the hire date	75%
On the day of hire	100% – non-refundable

B. All cancellations will also incur an additional 2.5% merchant processing charge, to cover payment processing costs incurred by the Association.
C. Cancellation requests must be submitted directly to the Hall and will only be treated as confirmed once acknowledged by an authorised representative.

17. Late Arrival

A. Hirers are expected to arrive promptly at their agreed booking time.
B. Where a Hirer arrives late and volunteers are required to remain on site beyond the scheduled start time, additional charges will apply in accordance with the rates set out below.

Length of delay	**Charge**
Up to 15 minutes	£20.00
Over 15 minutes up to 30 minutes	£50.00
Over 30 minutes up to 1 hour	£100.00

C. These charges reflect the inconvenience and additional time placed upon our volunteers, who give their time to support the running of the Hall.
D. Late arrival charges will only apply where the Hirer has contacted the Hall to notify volunteers of their delay.
E. Where no contact is made, the 15-minute no-show rule will apply and the booking may be cancelled.
F. Late arrival does not extend the agreed booking end time. Hirers must still vacate the premises by the original agreed end time.

18. Non-Arrival (No-Shows)

A. If the Hirer has not arrived within 15 minutes of the agreed booking start time and has made no contact with the Hall, the booking will be treated as a no-show and cancelled.
B. In these circumstances, the full hire fee will be non-refundable.

19. Vacating the Premises and Additional Hire Charges

A. Hirers must ensure that the premises are fully vacated by the agreed end time of their booking. This includes ensuring that all guests have left the building and grounds, and all vehicles have been removed from the car park. The car park must be completely clear by the agreed finish time to allow the gates to be securely locked.

B. All guests, equipment and personal belongings must be removed, and the Hall must be left in the required condition within the allocated hire period.
C. Failure to vacate the premises by the agreed end time will result in additional charges in accordance with the rates set out below:

Additional Time	**Charge**
Up to 30 minutes	£50.00
30 - 60 minutes	£100.00
Each additional hour thereafter	£150.00

D. The Hirer is responsible for allowing sufficient time to clear the premises, return furniture and equipment to its original position, complete cleaning and carry out all necessary closing procedures before the end of the booking.
E. Additional charges will apply where the agreed hire period is exceeded.

20. Committee Rights and Refusal of Bookings

The Committee reserves the right to:

A. Refuse any booking application without being required to provide a reason.
B. Impose additional or specific conditions where considered necessary.
C. Suspend or terminate a hire agreement where these Terms and Conditions are breached.
D. Immediately stop or close an event where the safety, security or wellbeing of any person is considered to be at risk.

21. Breach of Terms and Conditions

A. Failure to comply with any of these Terms and Conditions may result in deductions from the security deposit, additional charges, termination of the hire agreement or refusal of future bookings.
B. The Committee reserves the right to immediately suspend or terminate any event where there is a serious breach of these conditions or where the safety, security or wellbeing of any person within or around the Hall is compromised.
C. Where necessary, the Committee or its authorised representatives may require an event to close immediately.
D. By proceeding with a booking, the Hirer confirms acceptance of these Terms and Conditions and agrees to take responsibility for ensuring that their guests and representatives comply with them.