

Terms and Conditions of Hire

The following terms and conditions are designed to preserve the facilities of **Whitchurch Community Hall** for the benefit of all users. Any person hiring any part of the premises (**The Hirer**) must ensure that they are observed.

1. Fire regulations limit the number of people in The Hall to 100 at any one time and require that when The Hall is in use all exits must remain clear at all times. **THERE MUST BE NO SMOKING WITHIN THE BUILDING. Hirers are urged to read the Fire Drill Notice.**

2. Any damages or breakages must be reported to the Bookings Officer and the cost of making good such damage/breakages may be borne by the Hirer. Where The Hall is booked for a party (other than for a child of 11 years or under), the Trustees reserve the right to request that a deposit of £200.00 be paid in advance to cover possible damage. Such a deposit will be refunded in whole or in part at the Trustees' discretion in the event that The Hall is left in a condition acceptable to the Trustees and that the Hall's neighbours are not inconvenienced.

3. The kitchen must not be used for anything other than food-related activities.
Hirers are expected to comply with current Food and Public Hygiene regulations
The Trustees will not accept responsibility for any problems arising from failure to observe these regulations.

4. Hirers should be aware that the toilets are for the use of anyone using the Hall, Stable or St Andrews Church, and so may be used at any time during the day.
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5. The Hirer is responsible for good order and behaviour of all persons within the premises during the period of the booking and must not sub-let or transfer the booking to another party. Nor shall the Hirer allow the premises to be used for any purpose other than that for which permission has been granted. The hirer should provide APPROVED STEWARDS should this be necessary.

6. Storage of materials or equipment is not allowed unless expressly agreed by the Trustees beforehand. Any Hirer storing materials/equipment will be charged £5.00 per week for use of the storage area.

7. The Trustees do not accept any responsibility for personal belongings including coats and clothing left in any part of the building. In the event of the Hall or any part thereof being rendered unfit for the use for which it was hired (by accidental damage or Act of God sustained previously) the Trustees shall not be liable to the Hirer for any resulting loss or damage.

8. The Trustees reserve the right to:-

- (a) enter the Hall at any time;
- (b) terminate any letting;
- (c) levy a charge of £30.00 per hour for any extra work or additional cleaning resulting from the hall not being vacated on time or in good condition;
- (d) cancel the hiring in the event of the Hall being required for a civil emergency, governmental or any such other business, in which event the Hirer shall be entitled to a refund of any monies paid beforehand;
- (e) offer the use of The Stable (subject to availability) to a user/group in the event that the Hall is unavailable.

9. The Hirer and/or their invitees shall not cause any nuisance or annoyance to the occupiers of adjoining property or do any act or thing which may cause damage to such adjoining properties. The Hirer will personally ensure that when persons leave the Hall during or after a function they will do so in a quiet and reasonable manner. **Children should not be allowed to run loose outside the Hall at any time.**

10. No notices or decorations are to be adhered, pinned, blue-tacked or sellotaped to the doors, walls, ceilings or woodwork. Users are requested to avoid wearing, wherever possible, footwear that may damage the floor.

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11. Please note that under the terms of the Licensing Act 2003, the Hall's license authorises (a) the playing of Music (both live and recorded) and (b) Dance (both performed and participatory) as follows: -

Monday to Thursday	9.00am to 11.00pm
Friday	9.00am to midnight
Saturday	9.00am to midnight
Sunday	11.00am to 11.00pm

During any function where amplified music is played, the Hirer will ensure that the volume is maintained at a level that will not cause a nuisance to the inhabitants of the neighbourhood.

12. No energetic games or activities are allowed without special agreement. Generally, ball games are not allowed. Tap dancing will **not** be permitted under any circumstances.

13. Groups working with Children or Vulnerable Adults:

It is the responsibility of the Hirer to ensure that all relevant guidelines, legislation and other statutory requirements are complied with in full. The Hirer shall provide the Trustees with a copy of their CRB/DBS Checks and Safeguarding Policy if so requested. Any child/vulnerable adult protection issues brought to the attention of one or all of the Trustees will be reported to the Police.

The Trustees do not accept responsibility for the Hirer's non-compliance with "Safeguarding" requirements.

14. Unless otherwise agreed, keys must be returned immediately after hire to either the Bookings Officer or to a Trustee, otherwise a penalty may be incurred.

15. No vehicles, other than those displaying a valid Disabled Parking Permit shall be parked adjacent to the Hall entrance – access to the Hall must be possible at all times.

16. The Hirer shall ensure that no dogs except assistance dogs are brought into the Hall.

17. The scale of charges may be revised at any time at the Trustees' discretion.

18. The Hirer will vacate the premises at the agreed time.

At the end of any period for which the Hall is hired, the Hirer shall clear it of all equipment/literature which has been brought in. Crockery if used, must be washed and replaced. Work surfaces must be thoroughly cleaned and any spillages on the floor cleaned up. The cooker must be left clean. The tables and chairs should be returned to their original places with all tables being wiped down before stacking. Chairs should be stacked side-ways on and no more than 5 high. **All electric appliances, heaters, lights, taps etc. must be turned off and the Hall (including the kitchen and toilets) left in a clean and tidy condition.** By agreement with the Trustees, it may be possible for Hirers to return to the Hall at a later time to finish tidying if required.

Before leaving the Hall, the Hirer must ensure that it is securely locked at all points of access.

ALL RUBBISH MUST BE COMPLETELY REMOVED FROM THE PREMISES.

19. All fees must be paid in accordance with the terms set out in the Trustees' correspondence and/or Invoice. Late payment may incur additional charges.

20. Any electrical equipment brought into the Hall premises by the Hirer, or on behalf of the Hirer (i.e. music players, disco equipment, etc.) must be PAT Certified.

21. The grass area adjacent to the Hall is jointly owned by the Community Hall and St Andrews Church and is currently unavailable for use by Hall patrons.

22. The Trustees' decision as to the application of these terms and Conditions shall be final and conclusive.