



Buckland Old School Trust
Buckland Village Hall,
New Road,
Buckland, Aylesbury, Bucks.
HP22 5JB
Tel: 07749041434

E-mail: hallandbookingsmanager@bucklandvillagehall.com

Registered Charity no: 1069992

TERMS AND CONDITIONS OF HIRE

1. Hirers

All hirers must be over 18 years of age.

Buckland Village Hall is a **NO SMOKING** venue, this includes in the gardens and grounds.

Buckland Village Hall is surrounded by residential properties. Please always be mindful of this at ALL times and respect the neighbours.

Hall users are permitted to play acoustic and music via a Bluetooth speaker until 10pm, however please keep the sound to a respectable level.

Hall users must vacate the building by 11pm at the latest. Please be aware that Buckland Village Hall is surrounded by residential properties, so when leaving the hall please do not cause a disturbance.

Hirers must make their own arrangement to prepare the Hall for their function within their booking time slot. All equipment belonging to the Hall must be replaced in its allotted space and any damage or breakages reported to the Hall Manager.

Storage space allotted to various organisations is entirely at the discretion of BOST and organisations making use of the Hall for storage do so at their own risk.

Buckland Village Hall has a small car park which is accessed via New Road from Buckland Road. There are spaces for approximately 10 cars. Please ensure that car users do not block access to the Old School House and their vehicles. Hall users may park their cars on the main road outside the village hall.

Disabled access to the hall is via the car park.

BOST is not responsible for loss or damage to any items left in or around the Hall or to vehicles and their contents in the car park.

2. Hire Periods

- All private hires of the Hall are for a **minimum of two hours (unless a different time period is negotiated)** and at the hourly rate specified.
- Hirers are requested to vacate the Hall on time. There are often other hirers waiting to enter.
- Buckland Village Hall is not available for hire for teenage parties.
- Buckland Village Hall is not available to week day parties in the evening.
- Buckalnd Village Hall is not available for hire for New Years Eve Parties.

3. Cancellations

In the event of a booking cancellation by the Hirer, which must be notified to the Bookings Secretary in writing, a refund may be due if the cancellation is notified :

- i. More than 4 weeks prior to the booking date – full refund
- ii. Between two to four weeks prior to the booking date – 50% refund (less administration charge)
- iii. Less than two weeks prior to the booking date – no refund

Where following cancellation, the hall is subsequently hired out again, a refund (full or partial) may be provided dependent on whether the booking charges are fully or partially recovered by the new booking.

4. Music

Hirers have the Trustees' permission to play live acoustic or recorded music at the Hall during the hire. Commercial discos are not permitted. Please also note that, if showing a film during the hire, it is the hirer's responsibility to ensure compliance with the age restrictions for that film. Furthermore, if the hirer is putting on a performance for which tickets costing £20 or more are being sold, the hirer is required to obtain their own licence from PRS/PPL.

5. Sale of Alcohol

If hirers are intending to sell any alcoholic beverage during their hire they **MUST**:

- obtain the consent of the Management Committee to apply for a Temporary Event Notice. This can be done by notifying the Hall Manager

AND THEN

- obtain a Temporary Event Notice from Buckinghamshire Council Licensing Dept, which enables the sale of alcohol for a specific nominated period. A copy of this **MUST** be sent to the Hall Manager **BEFORE** the event takes place.

It is the responsibility of the hirers to have a licence available should any authorised person wish to see it. Penalties for non-compliance are severe.

NB Apart from normal Bar sales, “**SELL**” includes printed ticket promotional raffles, which include alcoholic prizes, or any event having food and alcoholic drink as part of the admission fee. However, ordinary raffles using simple cloakroom tickets and having alcoholic prizes **OR** events for which attendees are invited to supply their own alcoholic drinks are excluded from this requirement.

6. BBQ/Bouncy Castles/Balloons

The use of BBQ's is not permitted within the grounds of Buckland Village Hall. Hirers may have a bouncy castle in the grounds of the hall, but not within the hall itself. Please be mindful of the neighbours if you are using a bouncy castle and do not place too near to the residential properties. Balloons may be used in the hall, however we prefer users not to bring in helium balloons as they can escape and be left on the ceiling for months. If a balloon does escape a cleaning pole can be found in the cleaning cupboards. Please use this to try and reclaim it.

7. Parties

1. Buckland Village Hall is not available for hire for teenage parties.
2. Buckland Village Hall is not available to week day parties in the evening.
3. Buckland Village Hall is not available for hire for New Years Eve Parties.

8. Cleaning

A cleaner is employed to clean and care for the Hall, but in consideration of other users, hirers must leave it reasonably clean and tidy, including the cooker (if used). All waste and refuse bins must be emptied into the large wheelie bin in the car park. There is a cleaning cupboard in the corridor to the hall where users can find a dustpan and brush and broom to use.

Please remember that we try to keep hire fees at a reasonable rate on the assumption that hirers co-operate with good housekeeping and careful usage: additional cleaning charges may apply for those who fail to meet these standards.

Black bin bags are available for all to use. They are kept in the cupboard under the sink.

9. Health and Safety

The hirer is responsible for complying with any legislation currently in force regarding Food Hygiene, Health and Safety and use of any “bought in” appliances (A/V systems, kitchen equipment etc.).

There is a First Aid Box in the kitchen and an accident report book. Should there be any incident or injury requiring treatment it *must* be recorded on an Accident Report form and the form handed to the Bookings Secretary.

Organisations/Class organisers should provide their own public liability insurance.

Buckland Village Hall has a maximum capacity of 100 people standing and 64 seated. Larger events are recommended to have their own qualified First Aid presence.

10. Safety and Emergency Procedures

- I. **The Fire Exits must be kept clear and unlocked during the time that the Hall is in use.** There are 3 fire exits – the main entrance, door to the side of the kitchen in the hall way and through the hall room where tables are stored.
- II. Every person who hires the Hall is responsible for ensuring all users and visitors will:
 - a. Be informed and be able to act correctly in the event of Fire or other medical emergencies.
 - b. Be able to recognise the need for and take control of any Emergency that may arise.
- III. Every person who hires the Hall must be familiar with the attached floor plan and be able to describe and follow a route to the nearest exit from their meeting place, or an alternative should that become necessary.
- IV. There are three fire extinguishers downstairs in the hall and one in the office. These are located in the entrance way, kitchen and hall. Every person who hires the Hall must be able to use an extinguisher, circumstances permitting, and in consideration of personal safety but **DO NOT TAKE PERSONAL RISKS TO SAVE THE PROPERTY.**
- V. Every person who hires the Hall must know the position of the First Aid Box located in the kitchen area.

11. Leaving Buckland Village Hall

Reviewed November 2024

- Before leaving the hall, hirers must ensure that they leave the hall in the same state as they found it. Please note that if the hall is left unclean or damaged hirers may be charged for an extra clean or repairs.
- When leaving the Hall at the end of your hire please make sure that all the curtains are left open, lights are turned off, all fire doors throughout the building are closed and that all the doors are locked and the alarm is activated.
- Replace the key in the lock box at the side of the hall and ensure it is locked.

12.Complaints

If you have any complaints about the Hall or the facilities provided, please contact the Hall Manager in writing to Buckland Village Hall, New Road, Buckland, Aylesbury Bucks HP22 5JB or email : Hallandbookingsmanager@bucklandvillagehall.com

We will reply to any complaints within a month.