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Conditions of Hire

The following conditions of hire apply to all bookings made with Hatfield Peverel Village Hall (HPVH).

Booking and Payments

1. Bookings will only be confirmed upon receipt of a completed Hiring Agreement and full payment of the hire fee within 14 days. Failure to do this may result in the date being given to another hirer.
2. Payments should be made by BACS transfer using the details on the Hiring Agreement. If this is not possible, HPVH will accept cheques made payable to 'Hatfield Peverel Community Association'. Cash payments are not accepted.
3. With certain bookings (e.g. weddings, 18th and 21st birthday parties), a damage deposit of £200 will be required. A total refund of the deposit will be returned to the hirer once the hall has been inspected and it is deemed that no damage has been done to the premises and that all areas have been left in a clean and tidy condition, no rules of hire broken and no nuisance has been caused.
4. Damages must be paid for at the costs assessed by HPVH.
5. In the event the Hirer does not vacate the room by the scheduled time, HPVH will issue a surcharge, up to the hourly rate for the room at that time.

Cancellations

1. In the event of a cancellation, there is a sliding scale for refunds of the hire fee paid:
 - 8 weeks prior to event - full refund
 - 4 weeks prior to event - 50% refund
 - 2 weeks prior to event - 25% refund
 - Less than 2 weeks - no refund
2. In the event HPVH cancels a booking, we will endeavour to provide at least a week's notice.
3. If HPVH cancel a booking, all charges will be refunded.

Hirer Responsibilities

1. The Hirer must be 18 years of age or older and is responsible for compliance with these conditions of hire.
2. The Hirer is responsible for returning the room to the same condition as at the start of the booking.
3. The Hirer is responsible for removing all rubbish from their booking and taking off site. Please do not use the bins in the car park.
4. The Hirer is responsible for the supervision of that part of the premises hired, for the behaviour of all persons using it and is liable for any damages to the room or its contents.

5. The Hirer is responsible for any licenses required in connection with the booking, other than those already held by HPVH.
6. The Hirer shall not sub-let or use the premises for any unlawful purposes or in any unlawful way, nor do anything that endangers the premises or its users.
7. No vending may take place without the express written permission of HPVH.
8. The Hirer shall have due consideration for other users and residents in the neighbourhood when leaving the premises.
9. The hirer must book a room for sufficient time to allow any set up and pack up.
10. The Hirer must review and complete the relevant actions in the room exit checklist provided when the booking was confirmed.
11. HPVH does not accept liability for any loss of articles during the period of hire.
12. The Hirer shall not bring liquor onto the premises. The HPVH bar can be hired at the time of booking if required.
13. Where the Hall is hired for 21st or 18th birthday parties or similar events, door security staff must be hired for the entirety of the booking.

HPVH Responsibilities

1. HPVH are responsible for providing the room space booked with appropriate facilities and amenities
2. HPVH are responsible for ensuring appropriate Health and Safety provisions are in place for the Hall in general and the room in particular.

General

1. HPVH reserve the right to refuse future bookings from a Hirer or for the associated event or activity where significant issues with the event occur.

Unsuitable Events

1. Our policy is not to host events deemed unsuitable for the Hall. These include, but are not restricted to :-
 - a. Events involving the sale of live animals
 - b. Events that do not respect HPVH Diversity and Inclusion policy
 - c. Events deemed unsuitable by the HPVH Committee