

# Wanborough Village Hall – Terms & Conditions of Hire

1. The Hirer.....
  - a. Any organisation, group or body hiring the Hall MUST nominate one representative who will be personally responsible for the hiring generally and for complying with these regulations and the licensing objectives in particular. The said individual will also be personally responsible for ensuring payment of the hiring charge. (Nominated Responsible Representative: NRR)
  - b. For the period of hire (including immediately before and after the said period) the hirer accepts responsibility for the good conduct of those attending the function. The hirer MUST nominate an adult who will be/remain sober and can be contacted at all times on the mobile 'phone number provided overleaf. (Nominated Responsible Representative: NRR)
  - c. Every function and all music MUST finish in accordance with the standard hours listed below. A minimum of noise is to be made before and after the hiring: Sun–Thurs: 0800–2300hrs; Fri–Sat: 0800–2330hrs. By exception extensions may be applied for using the Licensable Activities Permission Form (please obtain from Lettings Secretary).
  - d. Setting up & clearing away time must be allowed for and included in your hall hire timings. **You are not permitted in the hall outside the hours you have booked.** If Friday/Saturday night party hirers wish to leave tidying up until the following morning then up to 2 hours extra hire can be booked (and charged for) between 0800-1100hrs, subject to the hall not already being booked.
  - e. If hirers wish to use the car park or garden area for a marquee, prior approval MUST be sought using the Licensable Activities Permission Form. Adherence to noise / disturbance clause MUST be maintained at all times but additional obligations apply if using the outside space eg. Any music may only be played at a reasonable volume so as not to disturb neighbours.
  - f. In accordance with fire regulations the maximum usage (including when a marquee is used) is 90 seated and 120 standing.
  - g. The hall is licensed for the sale of alcohol and regulated entertainment (premises licence) but hirers MUST obtain approval from the Designated Permitted Supervisor to sell alcohol at an event, by completing a Licensable Activities Permission Form (please obtain from Lettings Secretary). A cost is associated with this approval.
  - h. Play equipment in the garden is NOT for hirer's use
  - i. The hall is NOT licensed for live TV broadcasting
  - j. Where any hiring involves the preparation or serving of food, all relevant food hygiene and health regulations MUST be observed
  - k. Cars may be parked (at the owner's or hirer's risk) in the car park in front of the Village Hall. No obstruction, of the footpaths/pavement at the side or front of the village hall, is to be caused. Permission MUST be sought from the landlord if users wish to park their cars in The Harrow car park – it is not an automatic overflow car-park and permission is not guaranteed.
  - l. If the function involves a significant proportion (more than 20%) of persons under the age of 18 years then sufficient adult supervision MUST be provided – suggested ratio of one adult to twelve young people.
  - m. The Hirer is to take all possible precautions against damages and breakages to the premises and equipment. The Hall Committee reserve the right to charge the hirer with the costs of making good any damage and replacing any losses or breakages together with any additional cleaning charges resulting from misuse of the premises or any financial liabilities arising from excessive noise.
  - n. A normally refundable deposit fee of £50 per day for all functions (including children's parties) MUST be provided by the hirer at time of booking. The Hall Committee reserves the right to retain the deposit to cover all or some of the costs above, or if the hirer has been in the hall outside the hire period. The decision of the Committee is to be final in this respect.
2. The Village Hall Management Committee...
  - a. The Village Hall Management Committee, and the members and officers thereof, shall not be responsible for any goods, chattels, materials etc brought into or left in the Hall.
  - b. The Village Hall Management Committee will not be responsible for the death or injury of any person upon the premises, except where such death or injury is a direct result of the negligence of a member or contractor of the Village Hall Management Committee.
  - c. In any event, and not withstanding the above, the Village Hall Management Committee will not be responsible for any death or injury occurring as a result of games or sporting activities carried out on the premises including Inflatables.
  - d. The Village Hall Management Committee will not be responsible for the unavoidable cancellation of any booking made by reason of power failure, shortage or unavailability of heat source or fuel, or any other reason outside the Village Hall Management Committee's control eg vandalism, urgent unplanned maintenance work.
  - e. The Village Hall Management Committee has the right to refuse any application.
3. In the event of a cancellation of a booking, by the hirer, the following cancellation charges schedule shall apply:

Prior to 14 days before the Hiring Date:	No Charge
Within 14 and 5 days before the Hiring Date:	50% of the fee
Within less than 5 days before the Hiring Date	75% of the fee
If no notice is given:	100% of the fee
4. The Village Hall Management Committee disclaims any responsibility for liability to persons or property if any of these terms and conditions are contravened.