

## Terms and Conditions of Hire for Witcham Village Hall October 2024

### Accident Book

- The Accident Book for recording incidents pertinent to the hall can be found in the First Aid Kit near the serving hatch in the main hall.
- Please report accidents immediately to [enquiries@witchamvillagehall.org](mailto:enquiries@witchamvillagehall.org)

### Availability and Responsibility

- The Hall is hired from Witcham Village Hall Management Committee and bookings are subject to the discretion of the Committee and availability.
- The Hirer is responsible for the proper use of the Hall, for payment of the appropriate fees and to pay for any damage incurred.
- The Hirer agrees not to allow contravention of laws relating to gambling, use of drugs and the supply of alcohol.
- The Hirer agrees to comply with all aspects of public safety.
- The Hirer agrees not to block fire exits at any time.
- The Management Committee will not be responsible for loss of possessions or injury to persons whilst using the hall and its facilities.

### Baby facilities

- Changing facilities are found in the disabled toilet situated in the front entrance area.

### Bar

- There is a separate hire agreement to complete to hire the bar.
- T&C for bar hire can be found on the hall website: [www.witchamvillagehall.org](http://www.witchamvillagehall.org)

### Bouncy Castles

- No Bouncy Castles can be used in the hall.

### Breakages

- Report all breakages, immediately after hire to: [enquiries@witchamvillagehall.org](mailto:enquiries@witchamvillagehall.org)

### Cancellations

- Deposits will be returned in full if notice is given within 28 days of hire
- 50% of deposits will be returned within 14 days of hire and 50% of the deposit sum will be retained by the hall

### Capacity and usage

- The following capacity will be allowed:
  - Main Hall – 100 people plus Leader
  - Small Room – 20 people plus Leader
- Only rooms hired may be accessed.
- Each group must arrive at the time stated on hire agreement and leave the hall immediately the hire time expires.

### Car Parking

- Car parking is at owners risk.
- The village hall will not be held liable for any damage or loss to vehicles parked on the premises.
- Hirers are asked to leave the car park in a manner respectful to our neighbours.

### Changing rooms

- Hirers are responsible for clearing the changing rooms after each hire.
- Hirers are responsible for removing all rubbish from the bins after each hire.
- Hirers are responsible for cleaning the rubbish bins.
- Hirers will provide own cleaning materials.
- The hall cleaner can clean the changing rooms at extra cost. Contact booking clerk.

### **Cleaning**

- The hall must be left in the same condition as found. If the hall is not left in such condition an invoice will be issued to the hirer for an additional £50 cleaning fee.
- The hall will be cleaned and sanitised after each hire by the hall cleaner when possible.

1

### **Cleaning Materials**

- Brush, dustpan and hoover can be found in entrance hall cleaning cupboard.
- No Tea Towels will be provided by the Hall.

### **Disabled Access**

- The key to access the opening of the main doors for wheelchair use can be found pinned to the noticeboard in the entrance hall.
- The key fits into the lock to the left of the main door. Insert the key and turn to enable access pads to both touch pads to enter and leave the hall.
- The security bolt to the top of the fixed main door must be unlocked to enable disabled access.
- This same bolt must be secured on exit and locking of hall doors.

### **Disabled facilities**

- Access to the hall can be gained either via the main entrance or the side double doors
- Toilet facilities are found in the main entrance area to the hall.

### **Dishwasher**

- Hirers will be expected to pack and start the dishwasher prior to leaving the hall.
- The cleaner will empty the dishwasher and put items away.

### **Equipment hire**

- Requests for chairs and tables need to be made before any hire.
- The cleaner will be responsible for removing and replacing equipment needed from the store room.
- If the cleaner, due to unforeseen circumstances, has not put out requested tables and chairs access by the hirer can be gained via the cupboard at the back of the hall.
- Equipment other than tables and chairs may not be used unless prior agreement has been agreed.

### **Fire Evacuation**

- **In case of fire leave the hall via the nearest exit.**
- **Call 999.**
- **Assembly on the recreation field near to the end roadway.**

### **Fire Extinguishers**

- In case of fire the use of Fire Extinguishers is the responsibility of hirers.

### **First Aid**

- The First Aid kit and Accident Book can be found on shelf in the main hall.

### **Food and drink**

- To save usage and extra cleaning costs of the kitchen facilities you are welcome to bring your own food, drink and dispensers.
- Please note if you bring your own alcohol there is a limited number of wine glasses (20) and half pint glasses (10) for use in the kitchen cupboard.
- If a large amount of glasses needed these should be requested on hire agreement.

### **Hall Hire**

- Hire agreements must be completed and returned to Booking Clerk to secure booking before date of hire.
- Terms and Conditions must be read, signed and returned to Booking Clerk to secure booking before date of hire.

- Bookings are for a minimum of two hours with additional full hours at the hirer requests.
- Allow time for setting up and clearing away when making your booking.
- A deposit of 50% is required to secure the booking.
- *See separate Fee sheet for hourly hire charges*
- Payment can be made either by bank transfer or by cheque - *details below*.
- The final 50% payment must be received 14 days before the event.

#### **Hall Policies**

- Policies available on request.

#### **Hall Walls**

- No items are allowed to be stuck or pinned to any walls.

#### **Hours of Use**

- The Hall is available from 08:30 to 01.00 daily.

#### **Indemnity Deposit**

- An Indemnity deposit of £100 will need to be paid should there be any damage caused to the Hall.
- An invoice will be raised within one week of the event if required and should be paid within 7 days of receipt of the invoice.
- ***You are required to complete, sign and return the Appendix attached to this form to confirm that you are aware of the Indemnity Clause and agree to pay the amount if needed.***

#### **Key Collection**

- Booking Clerk will provide details of key collection to hirer prior to event.

#### **Leaving the Hall**

- Turn of all lights, heaters and the hot water.
- Close all windows.
- Ensure all doors are closed and locked.
- Please respect local residents and leave the hall quietly.

#### **Noise**

- Music must stop by 11.45 unless specifically requested.
- All windows on the East side of the hall must be kept closed where possible in consideration of our neighbours.

#### **Payment**

- Hire fees or other costs can be to be made via BACs details as follows:-  
Account: **Witcham Village Hall**  
Sort Code: **30-98-97**  
Account no **73853768**
- Alternatively cheques may be made out to **Witcham Village Hall** after emailing Booking Clerk: [equiries@witchamvillagehall.org](mailto:equiries@witchamvillagehall.org) to arrange payment.

#### **Recreation Ground**

- The Recreation Ground is under the control of the Parish Council so any hirer wishing to use this facility must contact the Parish Clerk at [witchamparishc@btinternet.com](mailto:witchamparishc@btinternet.com)
- Please do not park on the footpaths as this hinders people, especially wheelchair and pram/pushchair users, from reaching the hall and children's play park.
- Parking on the grassed area not allowed.
- Dogs are not permitted in the Hall, on the Recreation Field or Car Park.
- Parents/carers are responsible for children using the recreation field or play park.

#### **Restrictions**

- Please note that the minimum age for adult birthday parties is 21 years, unless exceptional circumstances are agreed by the committee.

- Bookings for children's birthday parties up to the age of 17 years are available but with no bar facilities allowed.
- Only alcohol supplied by the Hall Management Committee may be sold on the premises.
- If alcohol is to be consumed, even without payment, the Committee must be informed at time of booking.

#### **Rubbish**

- Hirers must provide their own black bags for rubbish.
- All rubbish must be taken away by hirer.
- If waste remains in the hall after an event a charge will be levied for its disposal.

#### **Slips and Trips**

- If spillages occur whilst using the hall please use 'Floor Wet' signs to identify wet areas.
- Mop and bucket are located in the cleaning cupboard near the main entrance door for dealing with wet areas.
- Ensure any equipment or mats used are secured safely to prevent slips or trips occurring.
- Beware there is a trip hazard on door threshold between kitchen and main hall
- Please report all slips or trips in the accident book and also immediately to: [enquiries@witchamvillagehall.org](mailto:enquiries@witchamvillagehall.org)

#### **Storage cupboard**

- Found at back of main hall.
- No equipment can be taken and used from the store without first being requested on hire agreement.

#### **Terms and Conditions**

- These Terms and Conditions are subject to change any at time in line with Government and Village Hall guidelines.
- When alterations occur new Terms and Conditions will be circulated to all Hirers.

#### **Ventilation**

- Keep the hall well ventilated at all times by opening windows and doors to allow fresh air to flow through the hall.
- All internal fire doors must remain closed.
- Leave internal main hall doors open on exiting the hall.

#### **WiFi**

- A WiFi network is provided free of charge to the hirer.
- The Log In details can be found on the noticeboard in the hall.
- The Trustees do not guarantee availability, speed of service or a continuous connection.
- The Trustees do not guarantee that hirer's devices will work successfully at the hall.
- It is the hirer's responsibility to set the security, privacy and content access levels on personal devices.
- It is the hirer's responsibility to install internet security, antivirus and firewall software on all devices to prevent unauthorised access to personal data
- It is the hirer's responsibility to monitor children's access to the internet during their time of hire

#### **GDPR Compliance**

- *Witcham Village Hall uses personal data for the purposes of managing the Hall, bookings and finances, running and marketing events at the hall and fundraising activities.*
- *Data may be retained for up to 7 years for accounting purposes and for longer where required by the Hall's insurers.*
- *If you would like to find out more about how we use your personal data please contact the Hall Secretary*

**Appendix Terms and Conditions Witcham Village Hall**  
**(Please complete and return with Hire Agreement)**

I (please insert name) .....  
confirm that I have read and understand my responsibility in accordance with the Terms and  
Conditions for Witcham Village Hall hire.

I am aware of the Clauses that relate to the Indemnity Deposit and Cleaning costs. Should  
these need to be imposed I confirm that I am happy to pay the amount on receipt of an  
invoice.

Signed .....

Print Name.....

Contact Number.....

Email.....

Date .....