

Langton Matravers Village Hall

Registered Charity No 260975



Terms and Conditions of Hire

For the purposes of these Terms and Conditions, the term 'Hirer' shall mean an individual hirer or, where the hirer is an organisation, its authorised representative.

The 'Committee' shall mean the Langton Matravers Village Hall Management Committee.

The 'Hall' shall mean the whole building or any part of it agreed for hire in the hiring agreement.

Hire of Hall

All applications are to be made via the Booking Secretary by email/phone. The booking secretary will provide a booking form. The Hirer shall be 18 years of age or older. The Hirer will be responsible for complying with the terms and conditions.

The Hirer shall not use the Hall for any purposes other than described in the hiring agreement.

The Hirer shall not sub-let the Hall or any part thereof.

Other than by prior agreement at the time of booking, the session times are as follows:

Morning: 9am – 1pm

Afternoon: 2pm – 6pm

Evening: 7pm – 11pm

The Committee reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

The Committee reserves the right to put an immediate stop to any entertainment or meeting which in their opinion is in breach of the conditions of hire.

The Committee reserves the right to amend the conditions of hire at any time and will give one month's notice of any such amendment.

Alcohol

The Hirer is to inform the Committee if it is proposed that alcohol drinks are to be available at the event. No retail sale of alcohol may be undertaken by the Hirer except with the written permission of the Committee and with the appropriate licence (Temporary Events Notice). A copy of this licence will be made available to the Committee.

Indemnity

The Hall is insured for legal liability for accidental injury to third parties or for damage to the property arising from the use by the Hirer of the Hall. It is a condition of the hire that the Hirer writes his/her or its name on the copy of the insurance policy which will be provided, to confirm acceptance of its terms, and then returns the policy to the Booking Secretary. This insurance cover will also apply to the Hirer, provided the £2m limit of indemnity is not exceeded and the use of the Hall by the Hirer is for non-commercial purposes. The Hirer is advised to confirm that any commercial enterprise used by them is also separately insured whilst operating in the Hall.

The Hirer shall indemnify the Committee for the cost of repairing any damage to any part of the Hall and surrounding grounds or the contents of the buildings which may occur during the period of the hire or as a result of the hire which is not covered by the insurance policy.

Public Safety

The Hirer is to ensure that a strict 'No Smoking' policy is enforced throughout the Hall, including the front entrance and the toilets. It is preferred that no smoking takes place on the pavement outside the village hall.

Electrical installations must not be disconnected or otherwise interfered with. The Hirer shall ensure that any electrical appliances brought in, or anyone acting on the Hirers behalf, to the Hall are tested and in date to the required regulations and be safe and in good working order. Any electrical appliances not meeting the required regulations are not to be used in the Hall.

The Hirer shall ensure that no additional lights or extension from the electrical distribution system shall be used without the permission of the Committee.

The Hirer shall be responsible for ensuring that emergency exits are kept clear of obstructions and for the necessary action to be taken in the event of fire, including calling the Fire Brigade and evacuation of the Hall. The Hirer must be familiar with the fire safety arrangements. In the Events Room there is a fire door leading to the garden at the rear of the Hall, which opens by pressing the horizontal bar. The main doors to the Hall and to the Events Room must not be obstructed. There are fire extinguishers in the Hall and access to them must not be obstructed.

The Hirer shall make his/herself familiar with the Fire Safety Note for Hirers (below)

The Hirer shall ensure that no animals (including birds) except guide dogs or personal assistance dogs are brought into the Hall. No animals are to enter the kitchen at any time.

The Hirer shall if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

In the event of an accident involving injury, the Hirer must report as soon as possible to a member of the Committee and complete the relevant section in the Hall's Accident Book and the Bookings Officer must be informed. The Committee provides a basic first aid kit but cannot be held responsible for the consequences of its use, which is at the Hirer's risk. Any failure of equipment, either that belonging to the hall or brought in by the Hirer, must also be reported as soon as possible. Certain types of accident or injury may have to be reported on a special form to the local authority. The Committee will give assistance in completing this form.

Prevention of Public Nuisance

The Hirer shall, during the period of the hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements.

The evening session ends at 11pm and the Hirer is expected to ensure that people leaving the event do so in a reasonable and quiet manner, so as not to cause offence to neighbours and residents.

The Hirer must ensure that car parking does not create a nuisance to residents immediate to the Hall or cause any obstruction to the roads/pavements. The Committee cannot be held liable for any loss or damage to cars. The garden at the back of the Hall belongs to neighbours and is not part of the Hall premises.**all Capacity**

The maximum practical capacity of the Hall is as follows, subject to the maximum overall occupancy not exceeding 100 people for fire safety reasons, and the Hirer undertakes that these limits shall not be exceeded. Main Hall: Seated at tables 80. Seated Audience Style 100. Standing 100.

Events Room: Seated at tables 30. Seated Audience Style 35. Standing 50.

Memorial/Community Library Room: Seated at Tables 15. Seated Audience Style 16. Standing 20.

The following are available for use and are included in the hire –

- 20 large tables and 6 medium tables, both seating six people
- 100 plain grey chairs and eight chairs with arms and red seats

Use of the Hall

Music and entertainment must comply with the terms of the Entertainment Licence and end at 11pm. If an extension is required, the Hirer must inform the Bookings Officer at least two weeks in advance and pay an additional charge of £20.

The Hirer shall ensure that no bolts, nails, tacks, screws, pins, Sellotape, Blue-Tack or other similar materials shall damage any part of the Hall. The hessian notice boards can be used, and the picture rails for displays.

The Hirer shall be careful when moving furniture and equipment. Please respect that the building and its fabric are looked after.

The Hirer must not remove any Hall furniture or equipment from the premises without prior written permission from the Committee.

Additional equipment, furniture, etc provided by the Hirer must be brought into the Hall and removed within the hiring times, or within prior agreed times.

The Hirer shall take responsibility for the responsible and legal disposal of any rubbish accumulating from activities during the period of hire. Any confetti or similar materials used at events are to be biodegradable.

The Hirer shall ensure that no flags, emblems or any other decorations are displayed outside any part of the Hall without the previous written permission of the Committee.

Actions on Commencement of Hire

The Hirer shall, on commencing their period of hire, ensure that:

- Floor coverings are in place for floor protection where appropriate
- They have noted the condition of the Hall and any problems, advising the Committee if necessary

- Brief those responsible for the fire and emergency arrangements and ensure these are carried out in the event of an emergency.

Actions on Completion of Hire

The Hirer shall, on completing their period of hire, ensure that:

- Any rubbish or litter generated is removed.
- All equipment used, including tables and chairs, is properly stowed away, as originally found.
- Taps are off in the kitchen and toilets.
- The cooker and all other kitchen appliances are off, with the exception of the fridge.
- The central heating thermostat is to be turned back to "10".
- Any breakages, defects or potential hazards are promptly reported to the Committee
- Everything is tidy and clean and as the Hirer would have wished to have found the Hall on the commencement of the hire, with the curtains drawn back.
- All items brought in by the Hirer and anyone else using the Hall during the hire period are removed.
- All lights, except emergency lights are out. Please note that the lights in the ladies toilets are operated by sensors that will switch off after a time delay.
- Check before locking up that there is no one left in the Hall
- All exterior doors leading to the outside are locked and windows closed.

Thank you for booking the Hall and for complying with these Terms and Conditions. We hope you enjoy using this community space.

Langton Matravers Village Hall Management Committee.