EASTON VILLAGE HALL
TERMS & CONDITIONS OF HIRE



Please ensure you read and understand the Terms & Conditions of Hire as set out below. By signing and returning the booking form, the Hirer agrees to fully abide by the Terms and Conditions of Hire.

The Hall Hire Charges are as follows:

For regular users the hourly rate is £10 per hour or part thereof, with no minimum period of hire. For occasional or single one-off hires, the hourly rate is £20.00 per hour or part thereof, with a minimum hire period of three hours. The hire charge covers exclusive use of the entire hall, including side room, kitchen and the external environs. N:B At the discretion of the Hall Management Committee, there may be an additional nominal surcharge during winter months, to offset the cost of heating the hall.

Bookings and Hire Period:

The hall is available to hire between 7am and 10pm, which at the discretion of the booking secretary may be extended to 11.00pm on Saturdays for private functions. The hall must be vacated no later than the stated times.

All events held on the premises must be supervised by a responsible person, either by the hirer or a nominated adult. A responsible adult must always be on site during the hire period to supervise children.

Regrettably the hall is not available to hire for Wedding receptions, teenage parties, or events finishing after 11pm.

General Conditions:

The hall and car park must be left in a clean and tidy condition; the kitchen, hall and toilet floors must be swept, and if necessary, mopped, (cleaning materials for this purpose are provided and located in the cleaning cupboard in the main hall).

The kitchen equipment must be left in a clean condition with all crockery & cutlery put away, and tables to be wiped clean after use and returned along with any chairs to the storeroom. For safety reasons, chairs must be stacked facing the wall with backs outward, no more than 14 high.

Any accidental damage and breakages must be reported to the Booking Secretary within 24hrs.

Rubbish bins are not provided onsite, as there is no rubbish collection, the hirer is responsible for removing all their rubbish, including food waste, from the hall and external areas. Refer to note **

To enable the premises to be vacated by the end of the hire period, sufficient time must be allocated during the booked period for clearing up, especially after functions. Additional time can be booked the following day if required, providing the hall is available.

On vacating the premises, it is the responsibility of the Hirer to ensure the hall is left secure with all windows closed and doors locked, and all persons have vacated the premises and car park at the end of the hire period, and to close the gates.

Heating:

During winter months, the hall thermostat will be preset to turn the boiler on half an hour before the commencement of the booked time, and will turn the boiler off, half an hour before the end of the booked period. The thermostat will maintain the hall temperature at 22˚ Centigrade whilst the hall is in use. Please refer to the printed directions located next to the thermostat, if any variations to the settings are required.

Damage:

A surcharge will be incurred for any damage caused to the structure, or fabric of the hall and its environs, and equipment contained therein. The surcharge will vary according to the level of damage and will be at the discretion of the management committee.

Consumption of Alcohol:

If during the function Alcohol is to be sold on the premises, it is the hirer's responsibility to apply for a Temporary Event Notice (TEN) from Somerset Council, this is a legal requirement. The TEN must be displayed in a prominent position during the function. Failure to comply with the law will incur a fine, or possible imprisonment.

The Hirer shall ensure excessive consumption of alcohol is controlled, as drunk and disorderly behavior shall not be permitted either on the premises or in its immediate vicinity. On no account must Alcohol be served to any person known or suspected of being under the age of 18. It is also an offence for anyone to purchase alcohol for persons under the age of 18. Any person found to be drunk, under the influence of drugs, or who are behaving in a violent or disorderly way, shall be asked to leave the premises. No illegal drugs may be brought onto, used or sold on the premises.

Smoking:

To comply with legislation there is a strict **No smoking** policy in all parts of the hall, including toilets. When smoking outside, please ensure smokers dispose of their cigarette ends in the ash bin provided at the bottom of the entrance ramp.

Noise Levels:

The Hirer shall ensure noise is kept to a minimum on arrival and departure, and keep all doors and windows closed during live or recorded music. During weekdays all music must cease, and the hall vacated by 10.00pm.

In consideration of nearby residents, please ensure noise is kept to a minimum when smoking or chatting outside.

Health & Safety Requirements:

It is the responsibility of the **HIRER** for the safety and due care of all persons attending the hall during the booking.

The Hirer **MUST** Check the following prior to the commencement of any event:

- **That all fire exits are unlocked**.
- **That all escape routes are free of obstruction and can be safely used.**
- **That exit signs are clear.**

Cancellation:

In the event of a hirer cancelling their booking, a nominal admin charge may be applied, which will be dependent on the period of notice given. Cancelations must be confirmed in writing, either by email or post to the Booking Secretary.

Regular hall users will not incur an admin charge, if more than 24 hours' notice has been given, with a legitimate reason for cancelling the event or session.

Cancellation by the Village Hall Committee:

The Management Committee reserves the right for there to be no due period of notice given, in the event of a booking requiring to be cancelled for any of the following reasons:

- An unavoidable emergency, due to structural issues, fire, flooding or other such emergencies. In this situation hirers will be reimbursed in full for any pre-paid hire charges, and all efforts will be made to find alternative accommodation. Any provisional & unconfirmed bookings will be advised accordingly.
- In all other situations the Management Committee will endeavor to provide the hirer with one months' notice in writing, detailing the reasons for cancellation. For regular users all efforts will be made to avoid this situation, however where it should arise, there will be a right of appeal. The Hall Management Committee will not be liable for any third-party costs incurred by the hirer.

Important Notice:

Easton Village Hall has full Public Liability insurance in place for personal use only. It may be advisable for hirers to seek advice from their own insurers, as some activities may be not covered. In this instance, proof of insurance cover will need to be provided prior to a booking being confirmed.

Please Note

- Before bookings can be confirmed, all organizations, private individuals and charities hiring the hall must return a signed copy of the booking form, which also confirms agreement to adhere to the Terms & Conditions of hire.
- As there may be a booking following on from the hire period, provision must be included in the booking period for time required in setting up and clearing away after the event, unless additional time has been pre-arranged and booked for this purpose.
- For single use hire, a completed and signed booking form must be returned no later than 28 days prior to the event * by the hirer to the Booking Secretary. Payment must be made in full, no later than 14 working days prior to the date of the booking. Access and use of the hall will not be permitted until payment of the hire fee in full has been received by the Treasurer.
- * An Exception may be made in respect of a late booking request, when arrangements will be made at the discretion of the Booking Secretary, or a representative of the Management Committee.
- Regular hirer's will be invoiced in arrears monthly, and full payment must be made within 14 days of receipt of the invoice.
- Commercial and non-charitable organizations using the hall will be charged a minimum of £10 per month for storage of equipment for use within the hall, and use of wall space for the permanent display of notices etc.

- ** If any rubbish belonging to the hirer has not been removed and left on-site, a surcharge will be made for its disposal. The amount charged will be at the discretion of the Management Committee and will depend on the type and quantity of rubbish left on-site.
- All payments are to be made via BACS, unless alternative arrangements have been agreed by the Booking Secretary or a representative of the Village Hall Management Committee.