

# WILSTONE VILLAGE HALL

Registered with the Charity Commission Number 283995

## Terms and Conditions of Hiring the Hall

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### 1. APPLICATION FOR HIRE

- i. Applications for hiring the hall should be by email or phone to the Bookings Secretary providing full contact details of the person responsible for the hire (the Hirer).
- ii. The Bookings Secretary has responsibility for accepting or declining the application, in consultation with the Hall Committee
- iii. The Booking Secretary may ask for a booking deposit

### 1. ALCOHOL

- i. A Temporary Events Licence (TENs) will be required if any alcohol is to be sold in the Hall which can be obtained from the Licencing Dept at Dacorum Council, tel: 01442 228000. 28 days' notice is required. The Bookings secretary can advise you on this, who will also require a copy of the licence. The holder of this licence has legal responsibility for the sale and consumption of alcohol on the premises along with the safety and behaviour of their guests.

### 2. MUSIC AND DANCING

- i. All the conditions related to music and dancing licencing in the Hall are included within the Premises Licence on display on the Hall's Notice Board.
- ii. All events must cease by 11pm to avoid nuisance to neighbours and the hall cleared and vacated by midnight.

### 3. HIRERS' RESPONSIBILITIES & INSURANCES

- i. The maximum capacity of the Hall is 120 persons and must not be exceeded, for insurance and safety reasons.
- ii. The hire of the hall only allows access for the specific time requested; set-up, take-down and clearing up must be included in the time period requested.
- iii. The Hirer may not sub-let the Hall or any part of it and must be present throughout the event they have booked.
- iv. Hall users have no automatic right to use the Recreation Ground as part their hire of the Hall. Should the Hirer require use of the Recreation Ground as part of a large organised event e.g.: a fete, a separate application must be made to Tring Rural Parish Council (whose land it is) who will require a Risk Assessment and a copy of a Public Liability Insurance. The hirer accepts full responsibility and liability for themselves and their guests outside

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of the hall premises. The Bookings Secretary will advise when this may be required.

- v. The Hirer will be held responsible for any damage to the hall and adjacent facilities, for hall property and equipment, by whomsoever caused it, during the period of hire. The cost of such incidents will be deducted from any deposit previously paid. Whatever the balance that is required to make redress, it will be invoiced to the Hirer who will be solely responsible for the balance.
- vi. Whilst the Village Hall Management Committee will do its utmost to ensure the Hall is available according to the hiring agreement, it shall not be responsible for any loss incurred by the Hirer if the Hall becomes unavoidably unavailable.
- vii. The Hirer shall assume full responsibility for the conduct of hall users, for ensuring the property is undamaged, and that all applicable rules and regulations (eg: Performing Rights, Licensing) are complied with. The Hall Committee is entitled to put a stop to any event which is not being properly conducted, and will remove any flags or emblems deemed unsuitable, which may cause a breach of the peace or a fire hazard.
- viii. Equally, the Hirer will be held responsible for any contractors employed, their conduct, any damage they cause, and for making sure their equipment is cleared away during the period of the hire. No equipment may be left in the Hall overnight, except by agreement with the Management.
- ix. No copyright dramatic or musical works can be performed without a written copyright licence.
- x. The Hirer indemnifies the Village Hall against any legal action caused through the Hirers negligence.
- xi. The Hirer is solely responsible for the safeguarding and welfare of any children, young people (under 18), or vulnerable adults attending their activity or event.
- xii. If the hirer's event involves children, young people, or vulnerable adults, the hirer must ensure that all volunteers or helpers are appropriately trained, and where required by law, have up-to-date DBS (Disclosure and Barring Service) checks

#### 4. FIRE PRECAUTIONS

- i. The Hall has a strict NO SMOKING policy anywhere on the premises.

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- ii. The use of barbeques anywhere on the property or recreation ground is prohibited.
- iii. There are three fire escapes in the hall. The Hirer is responsible for ensuring that hall users are aware of the exits by way of an announcement and the location of fire extinguishers.
- iv. Fire exits, corridors or aisles must be kept free of obstructions, such as table and chairs, or displays.
- v. No additional lighting or electrical extensions should be used without consent from a Hall official.
- vi. Any scenery or costumes must be compliant with fire regulations.
- vii. NO FIREWORKS or helium balloons are permitted in or outside the hall at anytime.

### 5. ACCESS TO THE HALL

- i. The hirer will be issued with a PIN code for their exclusive use along with instructions on its use and how to access and exit the hall.
- ii. The hirer is responsible for ensuring that the door is locked on their departure from the hall and may forfeit their deposit if the door is left unlocked.
- iii. Any damage must be reported to the Bookings Secretary immediately.