



## Westleton Village Hall

### Westleton Village Hall Charity No 1164038

#### Standard Terms and Conditions for Hire

The hall is available for hire by any group or individual whatever their ethnic origin, sexual orientation or political, religious or other opinions.

Groups or individuals who hire the hall must ensure that they meet all legal and moral obligations with respect to the protection of children or vulnerable adults. Further advice on meeting those obligations is found in the policy document headed "Policies on Equal Opportunities and for the Protection of Children and Vulnerable Adults". This is available on request and is displayed on the notice board in the hall corridor and on the website.

**1. Bookings:** - are made on a sessional basis. A session consists of a morning (8.00-13.00), afternoon (13-18.00), or evening (18.00 -22.00) or any part thereof, including a whole day if this is required. Outside of these times please contact the bookings secretary. Application to hire the facility must be made on the approved form. The booking is not confirmed until a signed copy of the booking form or an email confirmation from the bookings secretary has been received. The Village Hall Trustees reserve the right to refuse any booking request at their discretion.

**2. Hire payments:** - See appendix 1 for cost of hire. For a single event the Hirer will be required to pay for the booking in full at the time of booking. We require regular users to pay each term

**3. Cancellations:** - must be made in writing with a minimum of two weeks before the event. Bookings cancelled without sufficient notice will be charged at the full hire cost of the room. In the event of the Village Hall being rendered unfit for use for which it was hired, the Village Hall Trustees shall not be liable to the Hirer for any resulting loss or damage whatsoever. The Village Hall reserves the right to cancel a hiring by written notice to the Hirer in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or referendum or the Village Hall Trustees reasonably consider that:

- such hiring may lead to a breach of the licensing conditions or other legal or statutory requirements, or
- unlawful or unsuitable activities may take place at the premises as a result of the hiring, or
- the premises have become unfit for the use intended by the Hirer, or
- in the event of an emergency, the premises are required for shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar emergencies.

In such cases, the Hirer shall be entitled to a refund of any hire fees already paid but the Village Hall Trustees shall not be liable for any resulting direct or indirect loss or damages whatsoever.

**4. Undertaking of the Hirer:** - The Hirer, must be an adult 18 years or over and must be on the premises for the duration of the event or nominate a person to be responsible for the event ('Event Person in charge'). It is the Hirer's responsibility to ensure that the Terms and Conditions of hire are observed.



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Where a booking is initially for a single event, subsequent events booked by the Hirer will be subject to the same Terms and Conditions as the initial booking.

### 5. Use of premises: The Hirer shall not:-

- exceed the occupation capacity which is 110 in the Main Hall and 60 in the Foyer. It is the Hirer's responsibility that this number is not exceeded
- use the premises for any unlawful purpose or in any unlawful way
- sub-hire or use the premises for any purpose other than that described in the hiring agreement
- do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof
- allow the use of illegal drugs on the premises or allow smoking or vaping in the building or on site

### 6. Responsibilities

*The Village Hall Trustees shall be responsible for:-*

- regular maintenance of the premises and equipment
- ensuring that appropriate safety checks are carried out regularly and relevant certificates obtained and displayed
- ensuring all services are working properly
- ensuring any faulty equipment is identified with a clear notice on the appliance that it is out of order and must not be used
- ensuring that the hall is clean and ready for use at the beginning of any hire period.

*The Hirer shall be responsible during the period of hire for:-*

- supervision of premises, fabric and contents, their care and safety from any damage or change of any sort
- ensuring that escape routes are kept clear
- the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway or disturbance to the neighbours
- put up decorations except on the pin-boards
- adjust the foyer heating; if the foyer is too hot or too cold inform the centre manager.
- ensuring dogs are well behaved and on a short lead at all times; they are NOT allowed in the kitchen at any time.
- ensuring that any electrical appliances brought onto the premises and used there shall be safe and in good working order, and used in a safe manner
- no naked flames are permitted on site at any time except for very brief periods e.g. celebration cake candles and must be fully supervised at all times
- ensuring no LPG appliances or highly flammable substances are brought onto the premises
- ensuring that no additional heating appliances are used on the premises without the authority of the Village Hall Trustees
- ensuring all windows and doors are closed after 22.00 hours, except for access or egress, when amplified music is being played in the hall
- ensuring that no licensable activities (live music, plays, recorded music, dance, alcohol, indoor sporting events, films) take place after 23.00 hours or before 08.00 hours

The Street, Westleton, Saxmundham, Suffolk, IP17 3AD

[www.westletonvillagehall.co.uk](http://www.westletonvillagehall.co.uk)



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- ensuring guests respect local residents by not making excessive noise especially when leaving the area
- ensuring that everything is left clean and tidy with rubbish removed to the outside bins at the end of the hire
- ensuring that all equipment, chairs and tables have been cleaned and returned to storage, positioned tidily, the premises are cleared of people, all lights switched off, heating thermostats turned down to 12 degrees in the main hall and the building secured.

**7. Insurance and Indemnity:** - The Village Hall Trustees shall be responsible for providing adequate buildings, contents & public liability insurance; a copy of the insurance policy can be found on the notice board in the corridor. It is the responsibility of the hirer to ensure this covers their activities. The hirer should take out their own insurance for the duration of the hire period as necessary, if they feel the hall insurance is not adequate; for example the hire of a bouncy castle may require additional insurance cover.

The cost of any damage to the premises, its furniture or equipment may be claimed against the hirer; in the event that a claim on their insurance has to be made the Village Hall Trustees reserve the right to claim back the excess.

**8. Health and Hygiene:** -The Hirer, and any outside caterer, shall, if serving or selling food, observe relevant food health and hygiene legislation and regulations (Currently the Food and Hygiene (General) Regulations 1970 and the Food Act 1984 and the Food safety Act 1990. The premises are supplied with a fridge and a freezer for **temporary** food storage only. All waste and leftover food, drink and their containers must be removed from the premises.

**9. Supply and consumption of alcohol:-** The hall is only licensed for the sale of alcoholic drinks at events run by, or in conjunction with the Village Hall Trustees. If people or organisations who hire the hall wish to sell alcoholic drinks then they must obtain the necessary Temporary Event Notice and abide by the conditions of that notice and by the additional conditions required under the hall's premises license described below. People who hire the hall can supply alcoholic drinks free of ANY charge or on a "bring your own" basis, but they must observe the conditions described below.

A - No money or alcoholic drink should be stored on the premises when it is unoccupied.

B - Alcoholic drinks must not be bought or consumed by anyone under 18 years of age.

C - Anyone who appears to be under 21 years old must be asked to provide suitable evidence that they are over 18 (unless this is known) if they wish to consume alcoholic drinks.

D - Alcoholic drinks must not be supplied to anyone who appears to be drunk.

E - Any person behaving in a disorderly manner must be asked to leave immediately.

F - Alcoholic drinks, unless they are sold or supplied in a closed container, must be supplied in the following measure; beer or cider - ½ pint; spirits - 25 or 35 ml; still wine in a glass - 125 ml. ½ pint glasses and 125 ml measures are available. Spirits are not normally available at events run by the Village Hall Trustees.

**10. Childcare Act 2006:-** The Hirer shall ensure that any activities for children under 8 years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Disclosure and Barring Services (DBS) checks should have access to children. Checks may also apply where children over 8 and vulnerable adults are taking part in activities.



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The Hirer shall provide the Village Hall Trustees with a copy of their DBS check and Safeguarding Policy on request. This does not apply to parents organising parties for their children but to other regular, organised groups.

**11. Music Copyright Licensing:** - The Village Hall holds a Performing Right Society (PRS) and a Phonographic Performance Limited (PPL) license. The premises are licensed for the playing of live and recorded music without additional charge provided that the entrance charge is less than £20.

**12. Film:-** Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. The Village hall holds a PVS License (Public Video Screening License) which allows a wide range of films to be screened in the hall but some are excluded. Please check with the Village Hall Trustees if your event includes showing a film.

**13. Sale of Goods:-** The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

**14. Outbreaks of Fire:-** It is the responsibility of the hirer to ensure that his/her group of attendees is fully aware of the procedures set out in the Safety Policy and Emergency Procedures. Escape routes must be kept clear at all times. Fire extinguishers are provided in various locations around the premises with a number of fire alarm call points. In the event of an outbreak of fire the hirer should call the emergency Services immediately and inform a member of the Village Hall Trustees as soon as possible. Please note that there is a land line for emergency use, this is located at the foyer end of the main hall; mobile signals vary considerably depending on network.

**15. First Aid:-** A first aid box is located in the consulting room and in the kitchen. Please inform the Centre Manager if anything has been used so that it can be replaced. There is a defibrillator located opposite the White Horse public house.

**The telephone should be used to contact the emergency services or any other help you need. The address of the Hall is : Westleton Village Hall, The Street, Westleton, Saxmundham IP17 3AD**

### **16. Risk Assessments, Accidents, Dangerous Occurrences and Maintenance**

Village Hall Trustees shall provide Risk assessments for normal activities, a copy of which are available in the consulting room, but the Hirer should ensure that these deal satisfactorily with all planned activities, and/or carry out their own risk assessments.. The Hirer must report all accidents involving injury to the public to the Centre Manager or one of the Trustees as soon as possible and complete the form in the Village Hall's accident book. Any failure of equipment, either that belonging to the Village Hall or brought in by the Hirer or any problem with the building must also be reported to the Centre Manager or a Trustee as soon as possible.

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### **17. Stored Equipment**

The Village Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The Village Hall may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

### **18. Village Hall Entry to Events**

The Trustees of the Village Hall reserve the right of entry to the Hall at all times.

### **19. No Alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached to the walls or painted surfaces.

### **20. Audio Visual Equipment.**

If Audio Visual equipment is required the hirer must be trained in using it before the relevant date. There is a guide on using the equipment which can be requested from the Centre Manager.

Document ends



## Westleton Village Hall

### Appendix 1

Westleton Users	Regular weekly or Monthly	Single Hiring
Foyer	£15	£25
Main Hall	£18	£40
Whole Building	£30	£60

Non Village & Commerical	Regular weekly or Monthly	Single Hiring
Foyer	£25	£45
Main Hall	£30	£60
Whole Building	£50	£90

Consulting Room (per hour)	Regular weekly or Monthly	Single Hiring
Westleton Users	£0	£5
Non Village/Commerical	£5	£10
NHS, CAB Etc	0	0

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