

**Clapton and Wayford Village Hall,
Clapton Road, Nr Crewkerne TA18 8PU**

Reg. Charity 304517 11/11/2015

Terms and Conditions for Hire of the Village Hall

- **The hirer** must be 18 years or older at beginning of the Hire
- **The hirer** will be present at the event at all times.
- **The hire period** includes all preparation and cleaning time for the event and the Hall should be occupied only for the agreed hire period. Please make sure all outside contractors, caterers and bar staff are aware of the hire period and that they may not enter or leave outside the hire period (unless otherwise agreed)
- **The hirer must not:**
 - Use the premises for any purpose other than described in the hiring agreement.
 - Sub-let or use the premises or allow the premises to be used for any unlawful purpose
 - Bring onto the premises anything which will endanger them or render the insurance policies on them, invalid.
 - Permit smoking on the premises and shall comply with the Prohibition of Smoking in Public Places Health Act 2006. Anyone breaching this order must be asked to leave the premises.
 - Allow the consumption of alcohol without the necessary Licence (see below)
 - Allow the use of unauthorised heaters.
 - Other than at a specially organised event, allow any animals or birds on the premises (except guide dogs).
 - Allow any animals into the kitchen.
- **The hirer must comply** with all the conditions and regulations made in respect of the Hall, by the Fire, Local and Licensing Authorities. Particularly any event at which alcohol will be sold: an event at which children will attend: or an event which constitutes regulated entertainment.
- **Children and Vulnerable Adults.** All hirers are responsible for the safeguarding of children and vulnerable adults.

- **The hirer is responsible for** getting and observing any such licences as may be needed: Sale of intoxicating liquor: Performing Rights Society: Phonographic performances or otherwise.
- **If you intend to sell alcohol** during your hire, you need to seek permission using the attached [Alcohol Licence Application Form](#). This form needs to be sent to Mr Chris Borland Designated Premises Supervisor (c/o Booking Officer) for approval.
- The hirer needs to ensure care be taken to prevent excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on or outside the premises or in the proximity. Alcohol must not be sold to anyone thought to be drunk or suspected of being under 18 years of age.
- **The hirer will acknowledge** they have received instruction on action to be taken in event of a Fire, including escape routes, evacuation of the Hall, calling the Fire Brigade (however slight the fire) and location and use of Fire equipment. All incidents must be reported as soon as possible to the bookings clerk as must **all** injuries to any member of the public, however sustained. Any failure of Hall equipment should also be reported to the bookings clerk.
- **The hirer must observe** all the relevant laws and regulations including :
 - **Health and Hygiene**, if preparing, serving, selling food. (In particular dairy products, vegetables and meat on the premises which must be kept refrigerated and stored in accordance with Food temperature Regulations)
 - **Electrical Appliance Safety**. The hirer should ensure that any portable electrical appliance you bring to the hall, must have been inspected and tested in accordance with current legislation for insurance and environmental health legislation purposes. Please use a residual circuit breaker if possible.
 - The hirer must ensure that any activities for children under 8 years of age comply with **the provisions of the Children’s Act 1989**. That only “fit and proper” persons (with the appropriate Criminal Board Bureau checks) have access to the children. This may also apply to children over eight 8 and to vulnerable adults. The hirer should have available on request their copy of their Child Protection Policy.
 - **Gaming, Betting and Lotteries.**
- **The hirer must :**
 - Avoid excessive noise (**including children playing outside**) particularly late at night and early morning and during the event. Keep the amplification down and windows and doors closed. Please be helpful towards for our neighbours.
- **End of Hire : Detailed instructions are given on the LEAVING the HALL notices posted at exits.**
- Failure to comply with these self-help conditions will not be good for us and you will loose your deposit :

- If applicable, cleaning, washing, drying and replacing all crockery, utensils and equipment that has been used.
- Cleaning equipment available in Store Cupboard in Meeting Room with key hanging on door jam... mop and bucket for kitchen ONLY in this cupboard and mop and bucket for Hall in the men's toilet.
- Removal of all rubbish (including from contractors, caterers, bar.)
- Leave the hall and its surroundings in as clean and tidy condition as when you arrived.
- Check the heating and all lights are off, windows and doors closed and locked with the curtains drawn.
- Please return the keys within a couple of hours or as otherwise arranged.
- Any loss or damage made we would expect you to pay for in full.

Finally :

The committee reserves the right to refuse a booking or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice to the hirer. The hirer is then entitled to the reimbursement of any money including their deposit that has been paid to the Committee.

The Committee is not liable to make any further payment to the hirer.

Emergency numbers : Adrienne Pyke 01460 75313 / Julia Borland 01460 72769 /

Frank Freeman 07956616567