



CLAPTON & WAYFORD VILLAGE HALL

Clapton Road, Clapton, Crewkerne, Somerset TA18 8PS

Reg. Charity 304517

Terms and Conditions for Hire of the Village Hall

Document Revision Date: - 07/Nov/2023

- The hirer must be 18 years or older at beginning of the hire
- The hirer will be present at all times throughout the event.
- The hire period includes all preparation and cleaning time for the event unless otherwise agreed, 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 inside the building, 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 available, 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 obtaining and observing any such licences as may be needed: provision of alcohol, Performing Rights Society, playing recorded media, etc.
- If you intend to have alcohol consumed on the premises during your hire, you need to seek permission from the Designated Premises Supervisor, Mrs Barbara Woodward. You will be sent an alcohol licence application form when your booking is confirmed.
- The hirer needs to ensure care is taken to prevent excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either in or outside the premises or in the proximity. Alcohol must not be provided 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 secretary, as must all injuries to any

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member of the public, however sustained. Any failure of hall equipment should also be reported to the bookings secretary.

The hirer must observe all the relevant laws and regulations including:

- Health and Hygiene, if preparing, serving, or selling food. In particular dairy products, raw or cooked meat on the premises, must be kept refrigerated and stored in accordance with Food Temperature Regulations.
- Electrical Appliance Safety. The hirer should ensure that any portable electrical appliance brought to the hall, must have been inspected and tested in accordance with current legislation, for insurance and environmental health legislation purposes.
- The hirer must ensure that any activities for children comply with the provisions of the Children's Act 1989. Only "fit and proper" persons (with the appropriate Criminal Board Bureau checks) have access to the children. This may also apply 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 our neighbours.
 - End of Hire: Detailed instructions are given on the LEAVING the HALL notices posted at exits.
 - 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, the mop and bucket for kitchen ONLY. The men's toilet has the mop and bucket for the Hall.
 - 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 the day, or as otherwise arranged.
 - Any loss or damage made; we would expect to be paid for in full.
 - Failure to comply with any of these self-help conditions will not be good for us and you will lose your deposit.

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 Village Hall.

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

Emergency Contact numbers :

- Adrienne Pyke 01460 75313
- Julia Borland 01460 72769
- Frank Freeman 07956616567