

## ARDLEY WITH FEWCOTT VILLAGE HALL & RECREATION GROUND

### TERMS & CONDITIONS OF HIRE

Ardley with Fewcott Community Hall Management Committee shall be known as the "Committee" for the purposes of this document. The "hirer" shall be 21 years of age or over and for the purposes of these conditions shall be the responsible person.

#### The facilities at the Village Hall comprise:

	<u>Capacity</u>
Main Hall	110
Small Meeting room	25
Kitchen	N/A

**Hire Duration:** See page 3 for Premises Licence details

Any variation to the above times will require the express permission of the Committee

#### 1. The hirer shall be responsible for: -

- a. Ensuring that those attending the function observe the conditions of hire.
- b. Only using the premises for the purpose as described in the hiring agreement and shall not sub-hire or allow the premises to be used for any unlawful purpose or bring onto the premises, anything which may endanger or render invalid any insurance policies in respect thereof.
- c. The hall keys shall not be lent to any other person and must be put back into key safe at the end of the session.
- d. Ensuring that the occupancy of the premises specified is not exceeded and no unauthorised persons are allowed to gain access to the premises.
- e. **Ensure that all people using the hall are informed of the [fire evacuation procedure](#) and made aware of exits which are to be used in the event of an emergency. All exits to be kept clear.**
- f. Ensuring that no person under the age of 18 consumes alcohol.
- g. Ensuring that if an official bar is in place, no unauthorised alcohol shall be brought onto the premises.
- h. Ensuring that no illegal substances are brought onto or consumed on the premises.
- i. Ensuring that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- j. The committee cannot be held responsible for the preparation/storage and use of any food stuff brought onto the premises by the hirer or agents of the hirer.
- k. Ensuring that any electrical appliances brought by the hirer and/or entertainer to the premises and used there shall be safe and in good working order and used in a safe manner.
- l. Ensuring that under no circumstances, either of the vehicular entrances to the playing field be blocked in such a way as to prevent access or egress.
- m. Ensure that no dogs (except guide dogs) are brought into the hall.
- n. **Safeguarding children, young people, and adults at risk** You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported Peter Deeley (partybookings@yahoo.com)
- o. Ensuring that no person smoke or use naked flames on the premises.
- p. Ensuring that at least 2 adults over the age of 21 are present at a teenage party, residents only.

- q. The cost of making good any damage caused to the premises, furniture, fittings & walls. **Nothing is to be stuck or stapled to the walls** only on baton and high hooks provided and must be removed after the event or this will mean your deposit will not be returned. **Industrial staples prohibited.** Any damage should be reported to: [partybookings@yahoo.com](mailto:partybookings@yahoo.com)
  - r. Putting away tables, stacking chairs and leaving the hall, including toilets, kitchen and any other room, free from rubbish, in a clean and tidy state, properly locked and secured with all lighting switched off, unless otherwise directed. **Remove rubbish, DO NOT place in bins outside** (glass bottles can be recycled in bins provided in car park). As this will affect your deposit. **(see p4 for check list).**
  - s. Under no circumstances may dry ice or any other gas be used as this may interfere with the smoke alarms.
  - t. Failure to vacate or clear the premises of any equipment at the conclusion of a letting may incur an additional charge at the discretion of the Committee.
  - u. The Committee do not accept liability for loss or damage to clothing or articles left on the premises or field.
  - v. The Community Hall Management Committee reserves the right to vary the hire charges and the conditions of hire at any time and without notice.
2. **Cancellations** - A clear 7 days prior to an event will not incur a cancellation charge. However, cancellations that occur within 7 days of an event will incur a cancellation charge of 50% of the booking fee.
- a. The Committee reserves the right to cancel the hiring in the event of the hall being required for use as a Polling Station for a Parliamentary, local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
  - b. The Committee reserves the right to refuse a booking unless adequate adult supervision of the occasion is provided.
  - c. The Committee reserves the right to refuse a booking or to cancel the hiring agreement before the said date. Where this happens, the hirer shall be entitled to reimbursement of any monies given in regard to the hiring.

#### INFORMATION

Any complaints relating to the hire of the Community Hall should be made initially to the Booking Secretary. If the matter is not resolved, complaints should be made in writing to the Playing Field Committee Secretary.

**NOTE: THE HALL IS RUN BY VOLUNTEERS AND BELONGS TO THE RESIDENTS OF ARDLEY WITH FEWCOTT. PLEASE HELP US BY ENJOYING THE HALL AND KEEPING THIS GREAT FACILITY IN GOOD CONDITION**

