

# Conditions of Hire of Bishop Sutton Village Hall

## Booking System & Conditions of Hire For Hirer's Retention

### Section A – Booking System

1. If a provisional or verbal booking is made, it must be confirmed in writing using the Booking Request Form and sent via email if possible to [info@bishopsuttonvillagehall.com](mailto:info@bishopsuttonvillagehall.com). The Booking Officer will hold a provisional booking for 7 days only, to allow for the completion of the Booking Request Form. Please ensure you complete the details of the BACS account number and sort code on the booking form, noting where the deposit is to be returned.
2. The hire period must include the set up time and clearing up time.
3. If the date/time is available, the Treasurer will be notified and will issue an invoice for payment. A refundable deposit of £100 will be included in the total cost.
4. Once the invoice is paid by BACS a confirmation of the booking will then be made confirming that the event can go ahead.
5. Please note booking will not be accepted for:
  - a) Disco's or Parties for those under the age of 21 years (this does not include Children's Parties for under 12s)
  - b) Any event where tickets are to be sold at the door
6. The deposit will be returned provided the hall is left in a satisfactory and clean condition, and *all rubbish has been taken home. The cost of removing any rubbish or bags left will be deduction from your deposit*
7. A minimum 10 days' notice is required if a booking is to be cancelled, otherwise a cancellation fee will be incurred (unless due to adverse severe weather conditions or other extenuating circumstances). The cancellation fee will amount to 50% of the original hire charge. If the cancellation is within 5 days of the event, the whole charge will remain payable.

### Section B – Responsibilities of Hirer

1. On confirmation of the booking and the appropriate fee and deposits paid, *the hirer will be provided with a unique entry code to the hall door next to the AED box.*
2. On vacating, the hirers must ensure that the building is secure, including all external doors *and all lights turned off*. On leaving make sure the door, which will self-lock, is pulled closed.

3. Hirers are responsible for insurance of any articles or items brought into the hall. No responsibility can be accepted by Management Committee for loss or damage to personal effects or to any vehicle parked in the car park.
4. Hirers are responsible for ensuring that no smoking, including e-cigarettes, is enforced within the building.
5. 'Regular' long-term hirers who hire the hall or lounge, etc. are being charged for the sole use of that particular facility. Regular hirers need to be cognisant that other hirers may also be in the building and will have joint use of the toilet, kitchen and any other 'shared' facilities.
6. Hirers are responsible for leaving the hall and any rooms used, in a clean condition. This includes clearing away tables and chairs (which must be cleaned of any spillages, etc.) and removing any decorations. Hirers must ensure that ALL WASTE is removed from the site together with any recyclable items such as glass bottles, plastic, cans, cardboard, etc. The hall does not have waste collection so will have to pay commercial rates for waste disposal so it is important that hirers remove all waste.

The hall must be left in the same condition in which it was found. If the facilities are mistreated even if damage is not caused, the whole or part of the deposit will be retained as a sanction and/or if necessary, used to rectify any damage or pay for additional cleaning or removal of rubbish.

7. The village hall insurance does not cover use of *bouncy castles* for children's parties. Therefore any proposed use of such equipment will require the hirer to provide to the Village Hall Committee, evidence of public liability insurance to cover such use, prior to the party taking place.
8. If you bring electrical equipment, it is the responsibility of the hirer to ensure it is in safe working order.
9. The hirer is responsible for paying the full cost of any damage to or loss to the Hall incurred during the hiring period or as a result of the hire.
10. Children under the age of 16 years are not permitted in the kitchen or bar.
11. The hirer is reminded that other rooms in the hall may be in use at the times of the booking and therefore the use of the rooms is restricted to those agreed with the Booking Officer. The hire period must include the set up time and clearing up time.
12. Sub-letting of all or part of the hall is not permitted under any circumstances.
13. The hirer must inform the Booking Officer if alcohol is to be consumed, even when not for sale and the hirer must take responsibility to prevent under-age drinking.
14. No naked flames, such as candles are allowed in the premises.
15. Hirers of the hall and its facilities are expected to follow the safe systems of work (SSW) available from the Booking Officer on request quoting "Bishop Sutton Village Hall - Risk assessment & Safe systems of work" and the [internet](#).
16. Where your activity is not covered by the hall's SSW because the activity is specific to your event, the Hall Committee expect the hirer to undertake and implement its own risk assessment. The Hall committee reserve the right to view any SSW.
17. On completion of your hire, especially in the evening, please be aware of our neighbours and leave quietly