



Shotteswell Village Hall Terms & Conditions

Registered Charity No: 502948

Here in after Shotteswell Village Hall shall be referred to as 'SVH' and the Hirer named on the Booking form as 'the Hirer'

Booking

All applications for the hire of the building must be sent to the Booking Secretary. The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age.

Deposit

SVH reserves the right to require The Hirer to pay a deposit which must be paid at the time of application and no engagement will be booked until this has been received. The booking deposit is refundable subject to satisfactory inspection of the building by SVH management. The deposit will be £50.

Safety

The Hirer should be aware of the Fire Safety Floor Plan of SVH which is on display within the hall. Hirers are responsible for health and safety issues, providing information about safety procedures, Fire Exits etc. Hirers are not permitted to enter the loft space, or to use any ladders which are property of SVH. Please observe safety notices regarding the stacking of chairs and tables. Any accident must be recorded in the Hall Accident Book to be found in the kitchen.

Hire Charges

The hiring charges shall be those shown on the booking form and determined by SVH. The hire charges to be paid should reach the Booking Secretary at least 7 days before the engagement, unless alternative arrangements have been agreed by SVH at the time of booking.

Cancellation

In the event of cancellation less than 7 days before the engagement, an administration charge of £15 will be deducted from any deposit monies held.

Right of Refusal

SVH may refuse any application for the hire of the building without stating a reason. No organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the Booking Secretary shall refer the case to the Management Committee whose decision shall be final.

Alcohol

Alcoholic drinks may be served free of charge, but **NO SALE** of alcoholic drinks may be undertaken unless prior permission is sought from SVH and a Temporary Event Notice for the building shall be submitted to the local Licencing Authority in advance of the event. Confirmation of the Temporary Event Notice must be submitted to SVH prior to the event. SVH can undertake this process on The Hirer's behalf, for which a charge of £25 will be levied. No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of SVH.

Public Entertainments, Music & Dancing

All the conditions attached to the Music and Dancing Licence for the building shall be duly observed. A copy of such Licence may be seen on application to SVH and the Hirer shall be deemed to have had notice of all such conditions. All music must cease at 23:00hrs, and the Hall must be vacated by midnight, unless alternative arrangements have been agreed by SVH prior to the event,

Other Licences, Theatre & Performing Rights Society

SVH's Licence does not cover performances of Theatrical, Ballet, Opera or Choral Works etc. The Hirer is responsible for obtaining the requisite Performing Rights Society Licence and any other licence that may be required for their intended purpose. Any such licence must be exhibited to SVH.

Occupation and Use

The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time, unless this has been agreed in advance by SVH. The building shall only be used for lawful activities. SVH does not represent that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

Sub-let

The Hirer shall not sublet the building or any part thereof.

Advertising

All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of deposit.

Breakages and Damage

The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.

Culpability

Except for wilful negligence on the part of SVH, SVH shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify SVH against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury. Regular hirers are advised to have in place their own written policies, procedures, risk assessments and evacuation procedures in place and for these to be regularly reviewed and practised.

Entry

The right of entry to the building is reserved to SVH Committee members, any other agent of SVH, any Police Officer or any Licencing Officer from the local Authority at any time during the hiring.

Conduct and Good Order

The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

Cessation of Activity

SVH or Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

Condition on Vacation

On vacation of the building, the Hirer shall leave the building in a clean and orderly state. All empty bottles, cans, paper, food debris and any other waste matter must be cleared from the building and suitably disposed of in the respective receptacles provided (complying with Stratford District Council's recycling policy). The hall; cloakrooms; kitchen; car park and surrounding area must be left in as clean a condition as found. The deposit monies will be refunded after a satisfactory inspection of the building by a member of the Management Committee.

No Additions to the Building

No fixtures/fitments of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto. Under no circumstances will any material s/posters/pictures be attached to the painted walls using sticky tape; blue tack; drawing pins or any other method.

Animals

The Hirer shall ensure that no animals except guide dogs are brought into the premises without prior agreement of SVH Committee.

Property

Property of the Hirer and the Hirer's agent must be removed from the building by the end of the hiring period or fees will be charged for each hour or part thereof until the same is removed. SVH accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.

Signage

The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the building if in the opinion of SVH or Committee Member(s) it shall be unseemly or expose the building to an undue risk of fire or in the opinion of SVH or its agent is likely to lead to disturbance or a breach of the peace.

Fire Exits

No exits may be blocked, chairs or other obstructions must not be placed in corridors or entrance ways, or fire appliances removed or tampered with, and fire doors must not be propped open.

Lighting

No additional lights or extension from the existing electric light fittings shall be used without the previous consent of SVH.

Stage Shows

Any show involving the use of scenery or the like on stage is subject to the inspection and approval 14 days prior to the engagement by the local Authority and, if appropriate, Fire Service. Evidence of such approval must be provided to SVH prior to the hire.

Capacities

The maximum number of persons allowed in the building at any one time is 100, with a maximum of 100 standing/dancing or 60 seated at tables.

Smoking

Smoking is NOT permitted at any time in any part of the building.

Keys

Keys must be returned to the booking secretary immediately after the event or placed in the Key Safe as agreed by SVH.

Hire Period

The hire period is the time that the hirer commences and finishes using the hall. SVH allows for an hour either side of the hire free of charge for setting up and clearing up. Additional time required will be charged for that the usual hourly rate.

Kitchen

SVH has been awarded a rating of five stars by our local authority, Stratford On Avon District Council, as part of the national Scores on the Doors scheme. Hirers are required to ensure they make themselves aware of the Opening and Closing Checks which are on the display in the kitchen. No food is to be left in the fridge at the end of the term of hire. No additional utensils can be used in the kitchen without prior agreement by a committee member.