



## Shotteswell Village Hall

Registered Charity No: 502948

### **Terms and Conditions**

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 refundable deposit will be £50. For events after 18:00hrs the deposit payable in advance of the booking shall be £100.00. SVH reserves the right to withhold either full or part of any deposit paid to cover any damage or additional cleaning required.

#### **Safety**

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



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### Hire Charges

The hiring charges shall be those shown on the booking form and determined by SVH. An invoice will be emailed to you prior to your event and must be paid before your event's start time.

### Cancellation

In the event of cancellation less than 7 days before the engagement, an administration fee of £15 may be charged.

### Right of Refusal

SVH may refuse any application for the hire of the building without 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 or Chairperson 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 event 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 fee of £30 will be levied. No events may be advertised stating the availability of alcoholic drinks for sale without the prior agreement of SVH.



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### **Public Entertainments, Music & Dancing**

All conditions attached to the Music Licence, issued by PPLPRS, 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 any such conditions. All music must cease at 23:00hrs. The hall must be vacated by midnight unless alternative arrangements have been agreed by SVH in advance.

### **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 licences that be required for their intended purpose. Any such licences 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, websites, and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of deposit.



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### **Breakages and Damage**

The Hirer is responsible for all the damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hire 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 of 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 required 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.



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### **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 Committee Members(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 and placard or any other articles be fixed hereto. Under no circumstances will any materials posters/pictures be attached to the painted walls using sticky tape, blu-tak, drawing pins or any other method.

### **Animals**

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



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### **Property**

Property of The Hirer and the Hirer's agents must be removed from the building by the end of the period of hire or fees will be charged at the usual hourly rate 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 hall 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 or emblem or other decoration displayed by the Hirer displayed inside or outside the building if in the opinion of SVH Committee Members, or its agents, it shall be unseemly or expose the building to an undue risk of fire, or 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 the 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 prior 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.



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### **Capacities**

The maximum number of persons allowed in the building at any one time is 100, with a maximum of 100 standing 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 key safe at the end of the period of hire.

### **Hire Period**

The hire period is the time that the hirer commences and finishes using the hall. SVH allows for fifteen minutes either side of the period free of charge for setting up and clearing away. Additional time is required at the usual hourly rate.

### **Internet Access**

Free Wi-fi is provided within the building for use during the event. Search "Village Hall" on your device and then follow the on-screen instructions for connection to the network.

### **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 they make themselves aware of the Opening and Closing checklists which are on display in the kitchen. No food is to be left in the fridge at the end of the period of hire. No additional utensils can be used in the kitchen without the prior consent of SVH.