



## TERMS AND CONDITIONS FOR HIRING WIGMORE VILLAGE HALL

(V1 – Jan 2020)

Ford Street  
Wigmore  
Herefordshire  
HR6 9UW

Tel: 07594 856487  
Reg Charity No: 520996

### 1. GENERAL INFORMATION

- 1.1 The premises are managed by the Wigmore Village Hall Committee on behalf of the Wigmore Village Hall Trustees, a registered charity - Number 520996.
- 1.2 The premises are non-profit making, providing a service to the community, and rely on the co-operation of all users. Hiring charges cover running expenses, general maintenance and making improvements to the building.
- 1.3 The Hall Committee want you to enjoy the facilities and to continue to make good use of the premises.
- 1.4 Hire of the premises is available by those aged 18 or over

#### 1.5 Hall capacities:

Main Hall

- 1.5.1 Chairs in close rows (cinema style): 120
- 1.5.2 Dancing: 150
- 1.5.3 Seating with tables only: 100

Café room

- 1.5.4 Standing 40
- 1.5.5 Seated 30

- 1.6 Hirers are expected to familiarise themselves with the facilities, exit routes, and fire extinguisher locations.
- 1.7 The Hall, Meeting Room(s), kitchen and Servery to the Meeting Room can be booked via the website: [www.wigmorevillagehall.co.uk](http://www.wigmorevillagehall.co.uk) or by emailing the Booking Secretary at [bookings@wigmorevillagehall.co.uk](mailto:bookings@wigmorevillagehall.co.uk)
- 1.8 Hirers must set up and take down within their booked time so this must be allowed for. Hirers are not entitled to enter the main hall, meeting room(s) or the kitchen before the start of their booked time and must leave the hall no later than the end of their booked time. This ensures fairness for all hall users and prevents conflict. Additional **uncharged** time for setting up and cleaning can be pre-arranged with the booking secretary.

#### 1.9 Hirers are responsible for the following:

### 2. NOISE, NUISANCE AND DISTURBANCE TO NEIGHBOURS

- 2.1 Ending all functions by midnight unless granted an exemption by the Wigmore Village Hall Committee.
- 2.2 Ensuring that the minimum of noise is made on arrival and departure, particularly late at night or early in the morning.
- 2.3 Preventing nuisance to our neighbours, particularly at large, well-attended events by:
  - 2.3.1 Avoiding traffic congestion outside the hall by directing cars to the three nearby carparks
  - 2.3.2 Organising smooth and legitimate access to the hall, by ensuring that all guests/visitors have the correct invitation or tickets
  - 2.3.3 Ensuring that activity (especially music) is contained within the hall and external doors are kept closed
  - 2.3.4 Preventing food and drink (especially alcohol) being consumed outside the hall
  - 2.3.5 Maintaining good behaviour on the premises and its surroundings and ensuring that there is minimal disturbance outside the hall

### 3. FIRE SAFETY (Regulatory Reform (Fire Safety) Order 2005)

- 3.1 Appointing a 'Responsible Person' to ensure all activities are conducted in a way safe from Fire. (We recommend that the location of Fire Exits, Fire Extinguishers and toilets be advised to all groups at the start of an event. These are displayed on a floor plan in the Entrance Foyer.) A First Aid box and Accident Book are kept in the kitchen
- 3.2 Ensuring that no flammable materials are stored anywhere in the hall
- 3.3 Ensuring that any material in agreed storage does not obstruct any fire exits and must allow easy access by other hirers
- 3.4 Ensuring that access to and from Fire Exits are kept clear of obstructions at all times
- 3.5 Ensuring that the number of persons on the premises do not exceed the number shown at paragraph 1.5 above, in accordance with the fire regulations
- 3.6 Smoking is prohibited throughout the hall and at its entrances and exits.
- 3.7 Obtaining the consent of the Bookings Secretary for the storage of materials and/or equipment
- 3.8 Ensuring that everything is stored tidily and secure in places agreed by the Bookings Secretary

#### **4. INSURANCE & DAMAGE**

- 4.1 The Village hall insurance only covers public liability and loss caused by Fire, Theft or Storm damage.
- 4.2 Regular Hirers are advised to take out their own insurance for their particular activity and responsibilities
- 4.3 People booking the hall for occasional private hire may find that their own household policy might provide cover, but each user must check with their insurance provider.
- 4.4 All materials, kitchen goods and other equipment are stored at the owner's risk unless otherwise insured by them

#### **5. CONDUCT & CLEANING**

- 5.1 Leaving the premises in the same state as they were found upon entry, unless a cleaning charge has been booked and paid for prior to the event
- 5.2 Sweeping the floors
- 5.3 Ensuring that all rubbish, recycling, bottles etc are **removed** from the premises
- 5.4 Flushing the toilets and leaving them clean and tidy
- 5.5 Replacing Tables and Chairs as found
- 5.6 Nothing is to be stuck or pinned to the walls
- 5.7 No Gambling, Betting or Lotteries shall take place on the premises
- 5.8 Switching off all internal lights
- 5.9 Obtaining the consent of the Bookings secretary before decorating the Hall

#### **6. FOOD & CATERING**

- 6.1 Leaving the kitchen in a state of cleanliness, fit to be used by the next hirer.
- 6.2 Cleaning and returning kitchen crockery or equipment, if used.
- 6.3 Preventing the Kitchen from being used for any other purpose
- 6.4 Preventing animals from entering the kitchen
- 6.5 Taking away food and perishables.

#### **7. SECURITY**

- 7.1 Locking all doors as instructed after leaving the building
- 7.2 Returning the key and reporting any damage to the Booking Secretary
- 7.3 Hall Management reserves the right to enter the hall at any time during any event.

#### **8. CHILDREN (Child Care Act 2006)**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Child Care Act 2006 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer should be made aware of the Village Hall Safeguarding Policy (to be found in the Display folder). The Hirer shall provide the Village Hall Committee with a copy of their DBS check and Child Protection Policy on request.

## **9. LICENSING**

The Village hall has a Premises Licence for up to 12 events per year. Currently hirers may organise their own temporary event notice (TEN) for an event, but this must be discussed with the Bookings secretary as early as possible beforehand. The receipt for any TENs licence must be shown to the booking secretary at a minimum of ten days before the event.

## **10. FEES, PAYMENTS, DEPOSITS AND CANCELLATIONS**

10.1 Details of current hire fees and returnable deposits are shown on the hall website and notice board.

10.2 The deposit of £5 (required for the door key to gain access) will be refunded when key is returned. It must be returned to the Booking Secretary within 3 days of an event, otherwise it will be considered to have been mislaid and the key deposit will be forfeited.

10.3 A deposit of up to £150 is required for occasional Hirers, which will be returned provided that:

10.3.1 After inspection a deduction may be made for the costs of minor damage or losses incurred.

10.3.2 No nuisance has been caused to neighbours which has been reported to, and upheld by, The Village Hall Committee.

10.4 Payment must be received at least 7 days before any booking commences, or the first booking (if a group of bookings), unless agreed with the Bookings Secretary. The Village Hall Committee reserves the right to cancel any booking where payment is not received

10.5 Cancellations or amendments to any booking must be made in writing or by email to the Booking Secretary at least 7 days in advance of the booking. Failure to give 7 days' notice will result in the hirer being liable for the full hiring fees of that booking.

10.5 We thank you for your co-operation and hope that you enjoy the use of the Hall and its facilities. We are keen to receive any feedback from you and hope that you will recommend us to your friends and families.

## **11. IMPORTANT – NOTICE OF CONTRACT**

**These terms and conditions are displayed on the hall website and notice board. By proceeding with booking the hall you are making an agreement to accept and comply with them.**