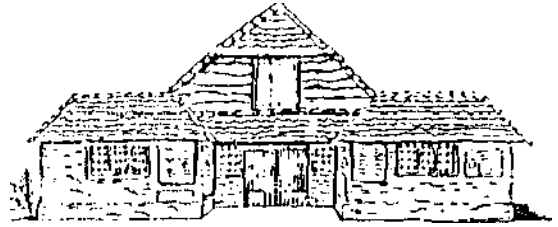


# CONDITIONS OF HIRE FOR CHAWTON VILLAGE HALL

Winchester Road, Chawton, ALTON, Hampshire GU34 1SB



All conditions within this document form part of the hire agreement for the village hall, **you must read the entire document before booking our hall. By booking the hall, you accept the terms and conditions defined within this document.** If you are unclear on any part of this agreement, please discuss them with the Booking Officer before you make your booking. We hope you have any enjoyable time at our Village Hall and that you and your guests treat it as you would your own home.

To provide the hall for hire, we are obliged to comply with various legislation and commercial conditions (i.e. conditions of insurance). As the **Hirer**, you are responsible for compliance with the legislation and conditions and you must also verify that any 3<sup>rd</sup> parties you employ as part of your event are also compliant. Failure to demonstrate compliance (by not providing the appropriate paperwork to the bookings officer) will result in cancellation of your booking.

The terms and conditions help us to ensure that the hall is in a fit state at the start of its hire and is in the same state at the end of your event, thus making it ready for its next **Hirer**. Hire of the hall can be considered to be like any other rental agreement where a deposit is taken at the start of the agreement and only refunded if the property is returned in the same state as it was initially hired. We will use the deposit if we need to employ 3<sup>rd</sup> parties to remedy defects caused during the term of hire.

A copy of this document is located in the information pack at the village hall as it contains information you may find useful during your event. The main information pack is located in the kitchen, by the side door. Information cards are also located at appropriate points around the hall.

## Bookings

Bookings are made on a strictly first come, first served basis and are confirmed when the Booking Officer has confirmed that the **Hirer** is at least 18 years old and the hire agreement (and any other documents required) have been received. Confirmation (in writing) of your booking will then be made.

Keys for the hall will only be released when:  
The Booking Officer has confirmed the booking  
The **Hirer** has provided all necessary licences and permissions to the Booking Officer

The Management Committee reserves the right to decline any booking. If we exercise our right, we will explain our reason for refusal.

The person named in the hire agreement is ultimately responsible for ensuring that everyone using the premises complies with the Terms & Conditions and are accountable for any breaches of the Terms & Conditions.

If you place a booking on behalf of a company and you are duly authorised by the company to make such a booking, the liability rests with the company.

## Provisional Bookings

You may make a provisional booking, which will be held for one week from your enquiry. In the event that a 3<sup>rd</sup> party wishes to book the provisionally booked date, we will attempt to contact you for confirmation and will offer the 3<sup>rd</sup> party first refusal if you fail to complete your booking in the allotted time.

## Cancellations

A cancellation fee of the full charge (or £10 if more than a month's notice is given) will be incurred unless we can either re-let the hall or you can provide an acceptable reason for cancellation.

If we cancel your booking due to you not obtaining the relevant licences in a timely manner, you will be liable for the standard cancellation fee shown above, as you will have not met the conditions of hire defined in this document.

We reserve the right to cancel your booking due to reasons beyond our control, such as man-made or natural disasters that render the premises unavailable or unsafe (flood, power cut etc.) or in the case of an election. In the unlikely event of a double booking, the first booking shall prevail and we shall cancel the second booking with a full refund of the fees paid to us and endeavour to offer you an alternate date. We will notify you by phone of the cancellation and suggest alternative venues if an alternative date is not suitable.

The Management Committee shall not be liable under any circumstances to the **Hirer** of any other party for any resulting direct or indirect loss or damages whatsoever.

### Indemnity, Insurance and your deposit

In the event of any significant or wilful damage to the premises, its contents, or the surrounding area during your hire, you will be held liable for the excess. Your deposit will be held and you will be liable for any excess over and above the deposit amount. These amounts will be at the discretion of the Committee.

During the duration of hire, we would expect the hall to be used in an appropriate manner.

We will retain some or all of your deposit if:

- If the building or its surrounding is damaged (i.e. the floor, piano, doors, fridge, boundaries, carpark etc.)
- The hall is not left in a clean and tidy manner
- Keys are lost or not returned within 24 hours from the end of your event.

Chawton Village Hall Management Committee has Public Liability Insurance.

### Duration of hire

When booking the hall, you need to allow sufficient time for setting up before your event and cleaning up after the event. This time is part of the hire duration, since we may have back-to-back bookings, which includes the last event one night to first event of the following morning.

All functions must stop by midnight and the music must be turned off, however, cleaning up can occur after midnight.

Bookings may be extended before the event as long as the incremental fees are paid and the hall is free.

### Payments

A deposit cheque of £100 is required for every function, payable at the time of booking, unless otherwise agreed by the Booking Officer. Receipts will be provided. The deposit cheque will be destroyed 21 days after your function, assuming other charges are not levied. If you prefer for your deposit to be returned, please enclose a SAE when you pay for your booking.

All cheques must be made payable to Chawton Village Hall and received no later than 7 days before the date of the function. Cash payments for the exact amount may be made. We are unable to provide change as we do not keep cash on-site. The deposit and hire charge must be by separate payment (i.e. two cheques).

### Breakages

If an accidental breakage occurs to any of the fixtures, fittings, crockery or utensils or you find that an item is not working, please let the Booking Officer know so that we can replace or repair the item ready for the next **Hirer**.

### Children's Parties (or children at adult parties)

Toys and play equipment in the storage facility are privately owned by specific groups and are not available for hire or general use. You must provide your own toys if you require them.

Smaller tables and chairs are available for your use, they are stored under the stage and are accessed via the small doors adjacent to the bar entrance.

Unfortunately due to the floor surface we are unable to facilitate large inflatable equipment.

### Safety / Legal

Nothing may be done by the **Hirer**, their guests or 3rd parties which will endanger the users of the building, or invalidate the insurance policies relating to the premises or its contents. In particular:

1. The named **Hirer** will remain on the premises for the full duration of the function, they are wholly responsible for their event and will therefore remain in control of activities both inside and in the surrounds of the hall.
2. The **Hirer** will ensure that no alcohol is obtained or given to anyone under 18.
3. The emergency lighting supply to emergency exits must be turned on during the whole time the premises are in use. The switches are just inside the main hall, to the right, above the fire extinguisher.
4. The fire exits must be free of obstruction at all times and the **Hirer** must be familiar with their operation (push the bar down). We recommend that the exits are pointed out to all adults. Should the hall need to be evacuated the 'assembly point' is the village hall car park, or if necessary the pavement, across the road, opposite the main door. Disabled persons must be assisted if they require help and it is relatively safe to do so.

5. The Fire & Rescue Service must be called to any outbreak of fire however slight.
6. Fire extinguishers/blanket must be kept in their proper place and only used for their intended purpose (i.e. not used as door stops).
7. Highly flammable substances must not be brought into or used in any part of the premises.
8. Flammable items must not be positioned near lighting or heaters.
9. No unauthorised heating or cooling appliances may be used on the premises.

All portable electrical equipment brought onto the premises must be safe and have a valid Portable Appliance Test (PAT) certificates, this includes items, which you hire in via 3<sup>rd</sup> parties such as disco or catering companies. It is your responsibility to verify their compliances.

The Managements' Insurance Policy does not cover any electrical equipment / appliance that has not been tested, is found to be faulty or causes damage. Nor will the Committee be responsible for any claims or costs arising from such use.

All equipment brought on to the premises must be in safe and good working order and will only be used in the intended purposes for which it was designed.

10. Fireworks may not be used either inside or outside our premises, except where they have been provided by the Management Committee.

### Licences / Permissions

Our current **Performing Rights Society Licence** (for the performance of copyright music owned by the composer, authors or publishers of musical works) covers you in most cases (please check below).

We **do not have** an Alcohol Licence, therefore under act you may need to made an application to:

The Licensing Department – East Hampshire District Council

Tel: 01730 234555 or 234095

Email: [licencing@easthants.gov.uk](mailto:licencing@easthants.gov.uk)

Web: [www.easthants.gov.uk](http://www.easthants.gov.uk)

### Temporary Events Notice (TEN)

A TEN must be obtained by the **Hirer** if you wish to sell alcohol, show videos or slides on the premises.

The rules are a little complex so please refer to [www.easthants.gov.uk](http://www.easthants.gov.uk) and in the A-Z of services you will find Temporary Events Licenses. It is the responsibility of the **Hirer** to meet all EHDC criteria for obtaining a TEN.

Application for a TEN takes at least 10 working days and your copy must be at the hall for the duration of your function.

### Music License

It is the responsibility of the **Hirer** to check and obtain a license if your event requires a **Phonographic Performance License (PPL)**. Private parties (i.e. 'domestic' which includes only christenings, birthday and wedding celebrations) do not require a licence.

To check if your event requires this license, contact **Phonographic Performance Ltd** (020 7534 100) or online at [www.epjuk.com](http://www.epjuk.com).

Both **Hirer & Committee Management** are jointly liable if a license is required and has not been obtained. Fines are steep and if we are fined due to your event, we will recover our costs in full from you as defined in the costs section.

### Car Parking

Unfortunately the hall has very limited parking facilities. Please park responsibly and respect our neighbours rights of way and access points to properties.

### Smoking

Smoking on the premises is prohibited by law. Designated outside smoking areas have been provided with appropriate bins – please use them.