



Westbury-on-Trym Village Hall
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STANDARD TERMS AND CONDITIONS OF HIRE

All Village Hall bookings are conducted on the basis of these Terms and Conditions

Confirmation - A provisional booking for the date of your choice will be held for a maximum of 14 days. After 14 days the full hire fee is required to confirm your provisional booking. Confirmation of the booking will then be made in writing by the Village Hall booking secretary.

The hire fee includes a £100 deposit which will be non-returnable in the event of cancellation subject to the cancellation conditions on the final page of this document. If the hire fee is less than £100 then 50% of the hire fee, up to a maximum of £100, will be non-returnable in the event of cancellation again subject to the cancellation conditions on the final page of this document.

Bond - A bond of £100.00 will be required to be paid prior to the event, to ensure the rooms hired are left in good order and all other conditions are satisfied. The bond will be returned to you if these conditions are complied with.

Price - All prices are current and inclusive of VAT, unless otherwise stated. Whilst every effort will be made to maintain current prices, they may be subject to alteration at the Village Hall's discretion, to which notice will be given to the hirer. Where prices have yet to be set in respect of your booking date, any booking confirmed will be subject to the knowledge that annual increases may apply.

Using the Hall - The Hirer will make arrangements for the Hall to be opened by contacting one of the Hall's volunteers (names and contact details will be advised) at least 10 days before the event. If access is delayed beyond the commencement of the booking period through no fault of the Village Hall, no claim for reduction of the hire charge shall be made in the absence of such prior arrangement.

The hired period **must** include the setting up and clearing up for your event.

The hirer will be responsible for setting out the hall using the furniture available and shall be responsible for the Hall and its fixtures, fittings and equipment during the period of hire. All damage and breakages will be charged for at the cost of making good and/or replacement. The Hirer shall be responsible for the orderly conduct of the event and for ensuring that an adequate number of adults supervise any event for young people.

The Hirer will be permitted to display proper notices for a reasonable period before any event on any of the hall notice boards only. The decision of the Village Hall shall be final as to what constitutes a proper notice and/or reasonable period.

Notices or decorations must not be fixed to inside walls or doors with pins, nails, self-adhesive tape, Blu-Tac or any fixatives which are liable to leave marks or remove paintwork. There are plenty of hooks and screws already in the walls/beams for this use.

The Hirer will be advised of the fire and safety regulations on the separate sheets and must comply with these.

A member of the Village Hall or nominee will give reasonable guidance to the Hirer in the use of the Hall facilities and shall be entitled to (but need not) be present during any part of the hire period. The decision of the Village Hall or nominee on any matter concerning the responsibilities of the Hirer and the use of the Hall and/or its facilities during the hire period shall be final.

Capacity - The Booking Secretary will give guidance to the Hirer as to the number of persons who can be reasonably accommodated at an event. The maximum number is 120, although this may be increased for theatre-style seating.

Kitchen - The kitchen facilities in the Hall comply with the standard of hygiene required by the Food Safety Act 1990. The Committee shall not be held responsible for any illness deemed to be the result of food consumed at the hall which has not been prepared and served by the Hall's recommended catering team.

It shall be the responsibility of the Hirer to leave the kitchen in a clean and tidy condition at the end of the hire period. All hirers must make themselves aware of the kitchen checklist of rules which can be located on the walls of the kitchen: one next to the dishwasher and one next to the kitchen door. A copy of the **Kitchen Checklist** is also sent out with the booking documents. These must be read and noted and acted upon.

Animals - no animals, with the exception of assistance dogs, shall be permitted in to the Hall during an event.

Helium Balloons - Helium balloons are **not** allowed in the village hall.

Candles – Naked candles are **not** allowed.

Confetti, including table/balloon confetti or glitter - is **not** allowed.

Noise - The volume of sound at an event whether from live or recorded music or otherwise must not be such that will cause annoyance to neighbouring residents. The Village Hall reserves the right to approve any disco or band which the hirer proposes to engage. At an event the decision of a Village Hall Committee member or nominee on whether the sound is excessive shall be final and the Hirer shall be responsible that immediate steps are taken to reduce it to an acceptable level. Since we have now installed a Noise Limiter please read the relevant document.

Smoking - We operate a strict non-smoking policy inside the building.

After the event - The hirer **must** ensure the coordination of the clearing up at the end of their event, including the wiping down and putting away of all tables and chairs and if necessary, sweep the hall floor. Brushes are available inside the main entrance lobby. **Kitchen;** (if hired), you **must** also leave the kitchen in a clean state as per the Kitchen Checklist Rules.

Friday or Saturday evening bookings;

If you hire the hall on a Friday or Saturday evening only, arrangements may be arranged for you to put away your tables and chairs the next morning, you will then only need to clear the tables on the evening ready for you to put them away the next day. If you also choose to leave any of your belongings overnight, then at the end of the evening hire period, hirers **must** ensure that any food is left in the fridge overnight and any other belongings are removed from the kitchen, hall or any other room used by the hirer and placed in the Committee room. The hirer will then be responsible for ensuring that all belongings are removed from the committee room together with the putting away of any tables and chairs the following morning between 9.30am and 11.30am.

Licensing - A fully licensed well stocked bar can be provided on a Friday or Saturday evening only and requires a minimum spend of £150. It is staffed and run by volunteers at no extra cost.

No drinks (excisable liquor or soft) shall be consumed in the Hall unless supplied by the Village Hall. If the hirer wishes to supply any drink of their own, agreement must be sought from the Village Hall prior to the event and will be subject to payment of appropriate corkage charges.

No copyright work shall be performed in the Hall without the licence of the copyright owner or compliance with a licence scheme. In the event of any infringement, the Committee shall be indemnified by the Hirer and may cancel any further booking and retain the hire charge as liquidated damage for loss of the booking.

No cinema exhibition may be held in the Hall except an exempted exhibition under the Cinematography Acts. The provisions of the Licensing Acts include any licence granted there under and the conditions of the music and dancing licence for the Hall shall be observed.

Damage - The Village Hall shall not be held responsible for loss or damage to property brought into the Hall, or stored within the premises. The Village Hall shall not be responsible for death or injury to persons arising from the Hirer's activity.

Cancellation - If a booking is cancelled by the hirer the deposit will, if the Hall is not relet, be non-returnable. If the Hall is relet then the deposit will be refunded.

The Village Hall will do its utmost to honor all bookings made. If a booking has to be cancelled by the Village Hall for any reason, the liability of the Village Hall shall be limited to refund of the hire charge only.

Insurance - The hirer is advised to arrange insurance cover for the event in order to mitigate any loss in the event of cancellation, illness etc.

September 2023