

# TERMS AND CONDITIONS OF HIRE

## ASHWICK AND OAKHILL VILLAGE HALL

### & RECREATIONAL GROUND

#### **1) GENERAL:**

All agreements for the hire of Ashwick and Oakhill Village Hall shall be strictly subject to these Terms and Conditions of Hire, as well as any Special Terms or exclusions specifically written and agreed between the Hirer and Ashwick and Oakhill Village Hall Trustees. All hiring's are at the sole discretion of the Trustees. Hirers must be at least eighteen years of age. If the hirer has any doubts as to the meaning of any of the following, they should consult with the committee who can be contacted via [aandovillagehall@gmail.com](mailto:aandovillagehall@gmail.com)

The Fee covers: Hire of facilities in the Hall and non-exclusive rights to park in the Car Park.

#### **2) HIRE CHARGES:**

Rates are currently £8.00 per hour for regular bookings, and £10.00 per hour for one-off bookings. This includes a 2020 reopening discount of 20%.

Keys for the Hall will be located in a Key Safe at the rear entrance to the facility; the combination to the safe will be advised prior to the hirer as the combination is changed on a weekly basis.

#### **3) CANCELLATIONS:**

If the Hirer wishes to cancel a booking before the date of hiring, and the Trustees are unable to arrange a replacement booking, the Hirer will be charged 50% of the original hire fee. Any deposit paid will be returned in full. The Trustees reserve the right to cancel any hiring; in which case any deposit paid will be refunded. If the hall or surroundings are unfit for use the Trustees shall not be liable to the Hirer for any direct, or consequential, loss or damage.

#### **4) DURING THE PERIOD OF HIRE:**

The Hirer shall be responsible in full for the supervision of the premises, the fabric and contents of the Hall and surrounding grounds at all times during the period of hire. Should any damage occur to any of the property and its contents, the Hirer is responsible for the full cost of repair or replacement.

The Hirer should be aware that the hall and its Trustees shall not be responsible for any problems caused by the preparation and serving of the Hirers own food.

The Hirer should be aware that they are completely responsible for the safe and correct use of any electrical appliances used during the hire period.

The Hirer shall be responsible for the Health and Safety of the users during the period of hire. Although the Hall has a first aid box in the Foyer area of facility, it is requested the Hirer bring his/her own first aid supplies during the hire. In the event of an accident please complete the Accident Book which is located on the notice board located at the back of the Foyer area. Please note the hall does not have a payphone so in the event of an emergency you will need to call from a mobile phone.

The Hirer is responsible for ensuring that all guests arrive and depart in a quiet manner and that the Hall is vacated by all persons no later than midnight and that the keys are returned to the required place by 00.15. We would respectfully ask that you take into consideration, the close proximity of neighbours to the Hall, and keep noise levels to an appropriate level.

The Hirer must be aware that smoking within the building is not permitted. Please remember the Smoking Laws.

**The Hirer is responsible for the cleaning and tidying of the Hall on departure and is asked that the Hall is left in the condition it was found. It is also asked that any rubbish be removed by the Hirer. Should the Hall not be left in a clean and tidy condition, the Hirer must be aware that a charge will be made for any extra cleaning that is necessary. If hirer removes any signs or posters from the notice boards in the hall, they must all be replaced in correct places.**

#### **Additional Covid 19 Terms and Conditions:**

**In addition to the above responsibilities, hirers should be aware of the following additional requirements specifically related to the Covid-19 pandemic:**

- **It is the user's responsibility to ensure that the latest Government rules regarding social distancing are understood and followed. If you require information regarding the size or layout of any room within the building please contact the committee on [aandovillagehall@gmail.com](mailto:aandovillagehall@gmail.com)**
- **During use, as far as possible, windows and doors to the hall should remain open to encourage airflow and maximum ventilation**
- **In addition to the cleaning detailed above, all hirers must wipe down any area used – with particular attention to work surfaces, door handles, tables and chairs – with soap and water or surface wipes, and sweep all floors, on leaving the building.**
- **All hirers must complete a Risk Assessment, including specific Covid 19 related risks, and retain a copy. A blank template will be provided on confirmation of your booking.**

#### **5) LICENCES:**

The Hirer shall be responsible for obtaining all necessary licences and Temporary Events Notices (needed for the sale of alcoholic liquor and for gaming and gambling) including those required for regulated activities involving children or vulnerable adults. The Hirer shall ensure compliance with such licences, and the regulations made by the Fire Authority, Local Authority, Police, Local Magistrates Court, or any other statutory authority. The hirer must also apply direct to the Trustees for permission to sell or provide alcohol, and the Hirer is completely responsible in ensuring that alcohol is not given to under 18's in any circumstance. The Hirer shall comply with any restrictions regarding duration and volume of music.

#### **6) BOUNCY CASTLES & INFLATABLES**

Due to the ceiling height (7ft) of the Hall No Bouncy Castles can be used within the hall. Although permission can be sought to use a Bouncy Castle outside on the recreational ground. If you are able to find a smaller inflatable suitable for the size/height of the hall we would be happy to consider its use if it doesn't present a health and safety risk. Please enquire with the Lettings Secretary to discuss your individual needs.

**CONTRACT OF HIRE  
ASHWICK AND OAKHILL VILLAGE HALL**

DATE(s) OF HIRE:.....

HOURS OF USE FOR EACH HIRE: .....

***PLEASE NOTE: Please include times anticipated for set up and take down/cleaning. The Trustees allow a discretionary 15 minutes either end of the booking, but if you require more time to set up the facility up please state this under the hours of use.***

NAME OF HIRER:

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ADDRESS OF HIRER:

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CONTACT TELEPHONE NUMBER/ MOBILE:

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EMAIL OF HIRER:

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***PLEASE NOTE: An Invoice for the hire will be sent to you prior to your booking, via email.***

HIRE FEE: .....

***PLEASE NOTE: Payment of hire fee must be paid prior to the booking date to secure the booking; all bookings are provisional until full payment is made. Payment can be paid via cheque or BACS, details will be stated on the invoice.***

**I THE UNDERSIGNED, AGREE TO THE TERMS AND CONDITIONS SET OUT IN THE ATTACHED FORM**

SIGNED: .....

DATED: .....