

SANDFORD-ON-THAMES VILLAGE HALL GENERAL TERMS AND CONDITIONS OF HIRE

1. Sandford-on-Thames' Village Hall ("the Hall") exists for the use and benefit of people of the Parish of Sandford-on-Thames ("the residents")

Hiring the Hall

2. The Hall is primarily for use by residents of Sandford and it may be hired by any resident 18 years of age or older.
3. At the discretion of the Booking Secretary, non-residents may hire the hall where such hires would be in the interest of the Hall and the residents.
4. Where the hirer is an organisation it must name an individual who will be present throughout the hire and who will be responsible for compliance with these Terms & Conditions.
5. The Hall may be hired for purposes benefiting the residents of Sandford, including recreation and leisure, birthday parties or clubs, and meetings, elections, lectures and classes.

Using the Hall

6. The hirer agrees:
 - a. To pay all hire fees and deposit due in cleared funds before the start of hire (unless otherwise agreed in advance of the hire by The Hall's Treasurer);
 - b. To use the hall only for the purpose and during the times set out on the booking form; and
 - c. To supervise the safe, responsible use of the hall and to comply with the terms of use set out in this document.
7. All reported damage, loss of contents or complaints (particularly noise) caused by the hire and any failure to comply with these Terms and Conditions will be considered by the Village Hall Management Committee ("the Committee"). The reasonable costs of any such damage, loss or failure may be sought from the hirer, and the Committee may retain the hire deposit.
8. The Committee has the right to bar hirers from using the Hall again.
9. The Hall is hired at the hirer's entire risk, and the Committee accepts no liability whatsoever for any damage or loss, howsoever caused, other than where caused by the negligence of any member(s) of the Committee or of its representatives.
10. The hirer agrees to indemnify the Committee fully against all damage or loss arising directly or indirectly as a result of the hire, subject to paragraph 9 above.
11. The Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.
12. Where hirers fail to leave the hall at the time agreed for their hire the Committee may -
 - a. charge for that extra time at the appropriate hourly rate; and
 - b. where any additional costs are incurred as a result of the extended use, seek those costs from the hirer.

Cancellations by the Hirer

13. Where a hirer cancels a booking any deposit paid will be returned. However there will be a charge if there is insufficient notice to enable the hall to be re-booked. Where a cancellation is received and confirmed by the Hall Manager:
 - a. more than 28 days prior to the day of hire the hire fees will be refunded in full;
 - b. less than 28 but more than 14 days prior to the day of hire half of the hire fees will be refunded;
 - c. 14 days or less prior to the day of hire, no hire fees will be refunded.

Cancellations by the Committee

14. The Committee reserves the right to cancel any hire by written notice to the Hirer, including where:
 - a. the Hall is to be used as a Polling Station for an election;
 - b. the Committee reasonably considers that:
 - i. the hire will lead to a breach of licensing conditions , or
 - ii. unlawful or unsuitable activities will take place at the premises as a result of the hire
 - c. the premises have become unfit for the use intended by the hirer;
 - d. an emergency requires use of the Hall.
15. On any such occasion, the Hirer shall be entitled to a refund of any fees and deposit already paid, but the Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

Public Safety

16. The Village Hall Committee has to take all reasonable steps to make sure the Hall is kept in a good state, fit for safe use by hirers. It is the responsibility of the hirer to ensure that the hall is used safely.
17. The total number of people present at an event must not exceed the number agreed in the booking form for that hire.
18. The Hall and the grounds are generally no smoking areas. Smoking is only permitted next to the cigarette bins provided outside. Hirers are responsible for making sure no cigarette butts are littered and any cleaning necessary through failure to do this will be charged to the hirer.
19. No animals (including birds) except guide dogs should be brought into the premises unless agreed in advance with the Hall Committee via the Hall Manager.
20. Safe use of the Hall includes making sure that:
 - a. any hazards or other damage found when inspecting the Hall before the hire are reported to the Booking Secretary before the Hall is used;
 - b. there are responsible adults who can take adequate care of anyone who might be at special risk in an emergency (for example children, the elderly, people with disabilities);
 - c. anyone under 18 years old is adequately supervised by responsible adults;
 - d. activities involving children under eight years of age fully comply with the provisions of the Children Act 1989 and only fit and proper people have access to children;
 - e. the heating is used according to its instructions and that no unauthorised heating appliances are used in the hall;
 - f. any electrical appliances brought onto the premises are safe, in good working order, and used in a safe manner.

Fire Safety

21. Hirers will be shown the fire safety system and equipment and are responsible for asking the hall manager to demonstrate any aspect of hall safety that they are unsure of. Fire extinguishers are only provided for emergency use on minor fires in accordance with the instructions on them. Fire action signs are provided by all exits giving instructions in the case of an emergency.
22. The hirer is responsible for using the Hall safely and in accordance with the hall's Fire Prevention policy and Fire Action Plan (provided to all hirers).

Accidents & Insurance

23. A very basic first aid kit is provided in the kitchen – above the wash hand basin.
24. The Hirer must:
 - a. Report all accidents involving injury to the Booking Secretary, as soon as possible, so the relevant section in the village hall's accident book can be completed.
 - b. Report any failure or damage (accidental or otherwise) of equipment belonging to the village hall as soon as possible.

PRACTICALITIES**Noise**

25. The Hall is in a residential area with neighbours who are entitled to peace and quiet. Please respect this and in particular:
 - a. ensure that noise and music cannot be heard outside the hall (this may mean keeping all doors and windows closed – have a walk around the outside of the hall to check what can be heard);
 - b. when the hall is being used for any activities regulated under licence it is essential that
 - i. all windows and external doors are kept closed
 - ii. no noise from those activities should be audible at the boundary of any residential premises (it will be considered audible if it is possible to identify that sound is coming from the hall and that speech, lyrics, melody or bass can be picked out at the external boundary of any residential premises)
 - c. turn off all music at 11.00 pm;
 - d. make sure that people leave the hall and the car park quietly, particularly after evening hires;

Alcohol

26. Hirers wishing to include a bar selling alcohol at their event must:
 - a. Obtain the permission of the Hall Manager;
 - b. Agree the bar provider with the Hall Manager;
 - c. Obtain a Temporary Event Notice ('T.E.N.') - issued on application to licensees by South Oxfordshire District Council licensing department; and
 - d. Provide a copy of the licence to the Hall Manager no later than 7 days before the hire date.
27. Any bar must be closed at 11:00 pm.
28. Hall hires will not be accepted from Bar Providers.
29. When alcohol is served or sold at the hall the hirer is responsible for following the Challenge 21 principles: any young person appearing under 21 is to be asked for photo identification to verify their age before being sold alcohol.
30. All under 18 year olds are to be supervised by responsible adults.
31. The Committee takes any complaints of noise or disorderly conduct very seriously and may retain some or all of the hire deposit or bar a hirer from using the Hall again.

Leaving the Hall clean & Tidy

32. The Hall will be clean and tidy when handed over for hire. Any concerns about the state of the hall should be raised with the manager before or at the start of the hire.
33. The hirer is responsible for leaving the hall clean and tidy at the end of the hire including
 - a. Stacking away all tables and chairs neatly as they were found;
 - b. Taking all rubbish away from the hall.
34. All evening parties are required to agree arrangements for cleaning after the event with the Hall Manager in advance.
35. Hirers will be charged the costs of any cleaning or other work necessary as a result of failure to comply with these terms & conditions.
36. Hirers must ensure that all equipment and other property brought into the hall is removed at the end of each hire, or hire fees may be charged until it has been removed.
37. Minor items that are found will be treated as lost property and held for 1 month, during which time they can be claimed back from the Hall Manager.

Security

38. The hirer is responsible for leaving the Hall properly secure, including:
 - a. Ensuring that all windows are shut;
 - b. Closing all internal and external doors and locking the front entrance;
 - c. Returning the keys or passing them on as agreed with the Hall Manager.

Food & Hygiene

39. If preparing, serving or selling food it is the hirer's responsibility to make sure that:
 - a. all relevant food health and hygiene legislation and regulations are observed;
 - d. no unsupervised children are allowed in the kitchen at any time;
 - e. no animals whatsoever enter the kitchen at any time.