

# **BRIGHTLING VILLAGE HALL TERMS & CONDITIONS OF HIRE**

January 2025 v1

These Terms and Conditions outline the responsibilities of Hirers when hiring the Village Hall, ensuring the safety of users and the protection of the Trustees and Management Committee.

## **1. Booking Fees**

Booking fees must be paid as detailed in the invoice provided upon acceptance of the booking by the Bookings Secretary.

## **2. Deposits**

Deposits are typically not required but may be requested by the Bookings Secretary, up to 25% of the booking fee, to cover potential damages or additional cleaning. Refunds are issued if all Terms and Conditions are met.

## **3. Period of Hire**

The hire period begins and ends as stated in the booking. Preparation and cleanup must occur within the hired time. Additional usage beyond the booking will incur extra charges at the hourly rate.

## **4. Refusal of Booking**

The Management Committee reserves the right to decline or cancel bookings with seven days' notice.

## **5. Cancellation by Hirer**

Cancellation fees apply as follows:

- Over 8 weeks' notice: No charge.
- 4–8 weeks: 25% of the fee.
- 1–4 weeks: 50% of the fee.
- Under 7 days: 75% of the fee.

## **6. Cancellation by Management Committee**

Bookings may be canceled if the Hall is required as a Polling Station, with a refund issued for any payments made.

## **7. Indemnity**

Hirers must indemnify the Trustees and Management Committee against damages incurred during the hire period. Hirers are also responsible for third-party insurance.

## **8. Damage**

Hirers are liable for costs related to damages or excessive cleaning. Deposits will be used for this purpose, with any shortfalls invoiced to the Hirer.

## **9. Unfit for Use**

The Trustees and Management Committee are not liable for any losses resulting from the Hall being unfit for use during the hire period.

## **10. End of Hire**

Hirers must leave the premises clean, tidy, and secured. Additional charges may apply for failure to do so.

## **11. Supervision**

Hirers are responsible for supervising the premises, ensuring proper care of facilities, and maintaining order during their event.

**12. Use of Premises**

The Hall must not be sub-hired or used unlawfully. Actions endangering the premises or invalidating insurance are prohibited.

**13. Health & Safety**

Hirers must comply with the Village Hall's Health & Safety Policy and Risk Assessment.

**14. Fire Safety**

Hirers must familiarize themselves with fire safety procedures and ensure escape routes remain unobstructed.

**15. Electrical Appliance Safety**

Any electrical appliances brought to the premises must comply with safety standards.

**16. Equipment Safety**

Hirers must ensure all equipment, including items like bouncy castles, is safe, insured, and supervised appropriately.

**17. Accidents and Dangerous Occurrences**

Accidents or equipment failures must be reported to the Bookings Secretary promptly.

**18. Animals**

No animals, except guide dogs, are allowed unless agreed upon in advance. The kitchen remains strictly animal-free.

**19. Rubbish**

Hirers are responsible for disposing of all rubbish appropriately.

**20. Children & Safeguarding**

Activities involving children must meet safeguarding standards and restrict inappropriate media access.

**21. Fly Posting**

Unauthorized advertisements are prohibited, with penalties for non-compliance.

**22. Sale of Goods**

Sales must comply with the Consumer Rights Act 2015.

**23. Noise**

Hirers must minimize noise to respect nearby residents.

**24. Public Entertainment & Licensing**

Compliance with licensing regulations for music, films, and other activities is required.

**25. Sale or Supply of Alcohol**

Hirers are solely responsible for adherence to alcohol sale and supply laws, including obtaining relevant permits.

**26. Smoking and Vaping**

Smoking and vaping are restricted to designated outdoor areas.

**For further clarification, please contact the Bookings Secretary. ([bookings.bvhes@gmail.com](mailto:bookings.bvhes@gmail.com))**