

Salings Village Hall Terms and Conditions of Hire

These conditions of hire apply to all bookings, whether regular, occasional or one-off hires, so it is important that you read and understand these conditions of hire.

Initial and Recovery Charges

Charges are quoted when agreeing to hire the Hall, and include use of furniture, and the kitchen and its contents. Additional costs may be charged when bringing in bouncy castles, DJ's or other additional equipment. Hirers should allow for any setting up of and putting away/dismantling of furniture/equipment within the hire period.

The booking is not deemed to be completed until cleared payment is received. The Hall reserves the right to hire the period to the first individual or group who pays for the time.

The Hall reserves the right to demand restitution for damages and other charges as outlined in these Terms from the individual who paid for the initial booking.

Cancellations

The management committee reserves the right to cancel the booking in the following circumstances:

- The premises being required as a polling station for a parliamentary or local government election or by-election.
- The premises becoming unfit for the use, intended by the hirer.
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire or explosion and those exposed to such risks.

In such circumstances, any fee paid will be refunded, but the Village Hall will not be liable to the hirer for any resulting direct or indirect losses or damages.

If the Hirer cancels a confirmed booking within two weeks of the date of Hire and the Village Hall is unable to conclude a replacement booking, an amount of £50 will be retained by the Hall management committee, the balance being returned to the hirer.

Regular hirers, as defined by those who hire the hall at least once a week for at least 10 weeks a calendar year may be exempted from the cancellation fee due to the nature of the activity. This is purely at the discretion of the Hall committee and needs to be agreed separately.

Stored equipment

The management committee accepts no responsibility for any stored equipment or other property brought on to our left at the Hall. All equipment and other property (other than stored equipment/property) must be removed at the end of each hiring. The management committee may use its discretion to remove and/or dispose of property or make a charge for each day or part of a day at the hire rate per hiring until the same is removed.

The Salings Village Hall, Piccotts Lane, Great Saling, Braintree, Essex CM7 5DW

Registered Charity No: 1070514 (THE PARISH HALL GREAT SALING)

Use of Premises

The Hirer shall not use the premises for any purpose other than that described in this hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purposes or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission. The hirer shall ensure that nothing is done on, or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Except where special arrangements have been made, hirers are expected to set up tables and chairs and other equipment as required, and to return them to the appropriate area after use. Tables should be wiped down if necessary and care taken in moving furniture to avoid damaging the floors. Any damage to walls and surfaces caused by sticky tape, pins, or other material used to attach decorations or posters will be charged. Only use Blue Tack or similar non marking material.

Smoke machines or similar devices are not permitted in the Hall. They will activate the Alarm and force the immediate evacuation of the Hall. A charge of £50 will be levied to re-set the system.

The hirer is responsible for leaving the premises in a clean and tidy condition, and for ensuring lights, taps, equipment etc are all turned off, and where appropriate, the building is secured.

All rubbish and waste must be taken away and disposed of by the hirer.

If the premises are left in such a condition that it requires additional cleaning the Hall reserves the right to charge the Hirer at the prevailing rate. Damage to premises will be charged at the full replacement rate.

The Hirer must inform the Bookings manager of any consumables which have been used and might need replacing, such as cleaning materials and First Aid box contents. As directed by the booking secretary, the hirer shall make good or pay for all damages (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

Helium filled balloons are not allowed in the premises, in view of the cost of recovery from the high ceiling. Charges for such recovery will be charged.

All windows and doors must be closed before leaving the Hall. If music is being played all windows and external doors need to be kept closed after 21:30.

If complaints are received a call out fee of £25 will be charged.

Supervision

The Hirer shall, during the period of the hiring, be responsible for; supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

The Salings Village Hall, Piccotts Lane, Great Saling, Braintree, Essex CM7 5DW

Registered Charity No: 1070514 (THE PARISH HALL GREAT SALING)

Smoking and Vaping

The Hall has a strict NO SMOKING AND NO VAPING POLICY

This will set off the alarm and there will be a £50 call out fee to reset it.

Fire Safety

The Hirers must make themselves, and all individuals using the premises, aware of emergency escape routes. Plans identifying the fire alarm points, fire exits and the location of appliances are posted on the notice board in the entrance hall.

Licensed activities

The village hall has a premises license covering regulated entertainment of audiences up to 130, but a Temporary Events License is still required for any event at the hall that involves the sale or supply of alcohol i.e. sale by retail and 'proxy' sales (drinks included in the ticket price). You are reminded it is illegal to supply or sell alcohol to under 18s. A copy of the Premises Licence is posted on the notice board in the hall.

Accidents

The Hirer must report all accidents involving injury to the public to a member of the village hall Management committee as soon as possible, and complete the relevant section in the village hall accident book. Any failure of equipment, belonging to the village hall or brought in by the hirer must also be reported as soon as possible.

Children Act 1989

The hirer shall ensure that any activities for children under eight years of age comply with the provisions of the children act 1989, and any subsequent legislation; and must ensure that only fit and proper persons who have passed the appropriate criminal record bureau checks have access to the children

No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed, or placards, decorations, or other articles be attached in any way to any part of the premises, without the prior permission of the management committee. Any alteration, fixture or fitting or attachment so approved shall, at the discretion of the management committee, remain in the premises at the end of the hiring. It will become the property of the village hall, unless removed by the Hirer, who must make good any damage caused to the premises by such remove.

No rights

The hiring agreement constitutes permission only to use the premises and confers, no tenancy or other right of occupation on the hirer.

The Salings Village Hall, Piccotts Lane, Great Saling, Braintree, Essex CM7 5DW

Registered Charity No: 1070514 (THE PARISH HALL GREAT SALING)



Public Liability Cover

The Hall is subject to exclusions in its Public Liability cover and a copy of the Summary of Cover is posted on the notice board in the hall.

The maximum age for an accidental injury claim is 80 years old at the time of the incident.