

# **KENNET VALLEY VILLAGE HALL**

## **TERMS & CONDITIONS**

**NO PERSON UNDER THE AGE OF 21** will be permitted to hire the Kennet Valley Village Hall.

### **THE HIRER**

- Will be responsible for supervision of the whole premises over the duration of their booking, including behaviour of their guests, and proper supervision of car-parking arrangements so as to avoid causing an obstruction at the entrance/exit of the Kennet Valley Hall car park, or on the adjacent Lockeridge to West Overton road.
- Will not make any fixings to, or attach decorations to the hall fabric, without confirming such with the booking secretary. If permitted, the hirer shall ensure that any decorations, notices, pictures or any other materials are affixed to the walls, windows or doors with Blue Tack. This is the only acceptable fixing medium. **No fixings of any kind** are to be made to the wooden framed display units in the main hall.
- Will not use the premises for any purpose other than that advised to the booking secretary at the time of booking, and shall not use the premises or allow the premises to be used for any unlawful activity.
- Will be responsible for ensuring that appropriate insurance cover is obtained for their event where necessary. The Village Hall holds Public Liability Insurance covering risks associated with the premises themselves and also the services provided by the Village Hall. Full details of the Village Hall insurance cover can be obtained on application from the Treasurer.
- Will ensure that they fully understand the action to be taken in the case of fire. This procedure is specified on Fire Notices situated throughout the Hall. The fire extinguishers provided throughout the hall must only be used for their specific purpose and must be kept in their proper places. No flammable substances or naked flames e.g. candles etc. are permitted in the hall without the advance permission of the Booking Secretary.
- Will ensure there is no noise nuisance from activities in the Hall. If music is being played, then the all doors and windows at the car park end of the hall must be closed. If the side windows are to be opened, then start opening them from the stage end of the hall. The main hall fire exit doors must also remain closed whilst music is being played.
- Will comply with all conditions and safety regulations made in respect of the premises by the Fire Authority, Local Authority or otherwise displayed on the noticeboard in the entrance lobby particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- Will take all necessary steps to prevent the Hall's neighbours being unreasonably disturbed by noise made by people using, arriving at or leaving the Hall.
- Is requested to ask their guests not to wear stiletto heels which can damage the hall floor, or Black Soled shoes which may mark the wooden hall floor

### **SALE AND PROVISION OF ALCOHOL:**

The Management Committee is responsible for the Licence for the Sale and Provision of Alcohol at events held on Hall premises. The booking secretary **MUST** be advised if the hirer intends to sell/distribute alcohol at their event at the time of booking. The hirer will also ensure that they are fully aware of the statutory licensing regulations such as the halls licensing hours and the consumption of alcohol by persons under 18.

**Any decision taken by the Management Committee regarding the sale and provision of alcohol by hirers at the Kennet Valley Village Hall is FINAL.**

### **BETTING, GAMING AND LOTTERIES:**

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries.

**Terms and Conditions are subject to change without notice.**

### **ACCIDENTS:**

Any accident or incident involving injury, whether hospital treatment was required or not, must be recorded in the accident book located in the hall kitchen. The hirer must inform the booking secretary of any such incident as soon as possible. Any instance of damage to the premises, hall equipment or any breakage or loss must also be notified to the booking secretary immediately after the hiring.

### **DOGS POLICY:**

No Dogs, with the exception of assistance dogs, are allowed into the Hall building without prior permission of the management committee. **Dogs are not permitted on any part of the playing field or surrounding areas.**

### **ACCESSING THE KENNET VALLEY VILLAGE HALL:**

Access to the hall is now controlled by a keyless electronic access system, with each individual hirer or group allocated a unique access PIN code which is valid on the date and time of their booking only. This access code will only be released to the hirer when full payment for hire has been received by the treasurer.

## **HIRER'S POST BOOKING RESPONSIBILITIES**

The hirer is responsible for leaving the Hall in the state of cleanliness found at the commencement of the booking. The hirer is expected to assist us in providing a pleasant environment for the next hirer by carrying out the following:-

- Sweep over the whole of the hall floor, toilets and corridors with dry mop or broom, and mop up any sticky patches and spills with a wet mop as required. Brooms, mops and buckets can be located in the storage area adjacent to the kitchen. Please empty the waste paper bins in the toilets into external green waste bin.
- Leave the kitchen area clean and tidy with all worktops wiped over. If the dishwasher has been used, please ensure it has been emptied and drained as per instructions on wall above unit. Please turn the dishwasher off at the wall after use.
- Return all tables and chairs to the storage area to the left hand side of the stage, and ensure they are stored on trollies provided as specified on notices displayed on the wall.
- Switch off all lights in the main hall, meeting room and kitchen, and turn off the heaters, if used. All lighting in lobby, corridors, toilets and external building & car park lighting are PIR controlled and will automatically turn off after a set period of time..
- Place all rubbish in green bin adjacent to the car park. Any excess rubbish that will not fit into the green bin is to be removed by the hirer and **NOT** be left in or about the hall premises and grounds. Please make full use of the Hall's cardboard, bottles and cans recycling facilities.
- Ensure that all emergency exits are securely closed, and all other external doors if used are relocked. Finally ensure that the main front door latch is released and door is securely closed.

**Should any additional cleaning be required as a result of non-compliance of the above conditions, then the hirer will be charged at a rate of £15.00 per man hour, deductible from the security deposit.**

### **OUR VILLAGE HALL:**

As the Kennet Valley Village Hall is situated in a quiet residential area, all Hirers and their guests are requested to ensure good behaviour and to keep noise to a minimum at all times especially on arrival or departure from the Kennet Valley Village Hall. It is the Hall Committee's wish to live in harmony with its near neighbours, and it trusts that all Hirers will continue to honour this wish.

<p><b>ANY BOOKING MADE FOR THE KENNET VALLEY VILLAGE HALL PRESUMES THE HIRER HAS READ, UNDERSTOOD AND AGREED TO THE KENNET VALLEY VILLAGE HALL'S TERMS AND CONDITIONS DATED MARCH 2019.</b></p>
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