

Ambrosden Village Hall Hiring Terms and Conditions

<i>One-time hires</i>	2
Bookings	2
Payment	2
Opening and closing the village hall	3
Noise including drunk and disorderly behaviour	3
Walls	3
Cleanliness	4
Smoking	4
Fire exits, escape routes and other lifesaving details	5
Alcohol	6
Gaming, betting and lotteries	6
Electrical appliance safety	6
End of hire	7
Damages	8
Cancellation	8
Insurance and Indemnity	8
<i>Regular Hirers - Terms and Conditions</i>	9
Recurring bookings	9
Payment: - This replaces the Payment section above	9
Deposit and fines: - This replaces the Deposit section above	9
Storage	9
Cancellation: - This replaces the Cancellation section above	10
Your attendees' safety	10

These Conditions form part of your hire agreement therefore it is in your own best interest please ensure you read all these conditions and contact the booking officer at bookings@ambrosdenvillagehall.org.uk if you are in any doubt as to their meaning.

The Hirer, 18 years of age or over, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

One-time hires

Bookings:

Refundable deposits are to be paid at time of booking the hall and can be made via bank transfer. For the time being, we are only able to return deposits as bank transfer. Deposit will be refunded within 7 working days once banking details are provided.

Minimum duration of hire is 2 hours, however, exceptions can be made at the Committee's discretion.

By completing and submitting the online booking form, you are agreeing that you have read and understood the full terms and conditions of hiring Ambrosden Village Hall and that you and your guest will follow the guidelines contained therein.

Please book the hall for the entire time you need to be in it, including setup and clean up times.

Ambrosden Village Hall welcomes children's birthday parties, christenings and wakes. We do not routinely accept bookings for occasions for those aged 15 and over, for example 16th, 18th and 21st Birthday parties, engagements or weddings. You may however make a request to the committee to have your family event considered.

Payment:

Full payment must be paid 2 weeks prior to your event via **Bank Transfer**. Payment in full is required before the keys are released.

Please do not take the deposit into account when paying for the hall as this will be returned to the hirer should the village hall meet all the terms and conditions on inspection after the event.

Provided all conditions of hire are fulfilled, your deposit will be returned within 7 working days of your function.

If, however, it is deemed the hiring guidelines have not been followed, the Committee of Ambrosden Village Hall reserves the right to retain your deposit, therefore it is important for you to read, understand and comply with the Hiring terms and conditions.

Opening and closing the village hall:

Arrangements for access to the hall will be made shortly before your hire – please contact bookings@ambrosdenvillagehall.org.uk two days before the event if no one has contacted you.

All evening functions must end by 2000 hrs (except New Years Eve when the function should end at 0030 hrs). On request exceptional private functions will be considered until 2200 hrs. Music must be ceased by 2200 hrs, cleaning may take place until 2300 hrs.

It is the hirers responsibility to make sure that the hall is secure and locked when leaving. This includes the car park. The car park gate is to be shut and padlocked. If there are still cars in the car park at the time of the hirer leaving, these cars are to be locked in.

Noise including drunk and disorderly behaviour:

We ask that guests respect our residential neighbours and are quiet and orderly when leaving. Please be considerate regarding the loudness of any music played during the hire period especially when hiring the hall late at night. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.

Walls:

Our walls are aging. Nothing is to be stuck to walls as this removes the paint. Please use the intermittent hooks that have been placed around the tops of the walls and down the centre of the ceiling as needed. There are also 2 hooks in each of the hall corners. If you require anything else to place items on, please do ask and we can see if we are able to accommodate.

Cleanliness:

It is the condition of hiring Ambrosden Village Hall that all facilities are left in a clean and tidy condition as you would expect to find them. On occasion, a further booking may follow on immediately after you vacate the hall.

Following your function please ensure you:

Vacuum the floor	Wash the floor if necessary
All tables and chairs are in a clean state wiped down if needed.	Return the tables and chairs to the trollies and secure the strapping.
Clean the kitchen sink and all surfaces	Empty the kitchen bins and toilet bins.
All rubbish and recycling is to be removed from the grounds and no rubbish or recycling is to be left on the premises.	Tidy and leave the toilet floors, toilets and basins as you find them.

Cleaning materials, bin liners, broom, mop and vacuum cleaner are supplied and can be found in the male toilets. These should be returned to the cupboard after use.

Ambrosden Village Hall supports waste recycling, and all rubbish is to be removed from the property and taken with you when you leave. Please do not use the Village Hall waste bins as this fills up quickly and waste is only removed every two weeks.

No glass is to be placed in any of the Village Hall bins and is to be removed from the property. If needed, there is a glass recycling point in the Garrison / Costcutter car park as you leave the village via Ploughley Road towards the A41.

Smoking:

STRICTLY NO SMOKING allowed inside all areas (including toilets) of the Village Hall.

There is a cigarette extinguisher located by the pedestrian gate. Please advise all people wishing to smoke to extinguish cigarettes on this and not the floor.

Fire exits, escape routes and other lifesaving details:

Children are to be supervised at all times.

When hiring the Village Hall, please familiarise yourself with all the fire exits and the external gathering point (external notice board placed in the front of the hall) in case of an emergency. External fire doors and exit routes are clearly marked. Fire extinguishers are placed in the lobby, by the kitchen entrance and towards the rear of the hall and are routinely maintained.

A BS 8599-1 first aid kit is provided and is placed on the marked cupboard in the kitchen. This kit is sealed and should only be opened in the event that an item is needed for the purposes of first aid. The hirer must inform the booking clerk if the kit is opened, and what has been used.

The hirer is to complete the information required in the accident book in the event of an accident - or a near accident.

The accident book is also located in this cupboard, and if you complete a page, remove it, place it in an envelope, deposit it in the post box outside the hall and email bookings@ambrosdenvillagehall.org.uk to let us know.

A defibrillator is situated on the front exterior wall.

Regular users are expected to carry out their own risk assessment and update it yearly. A copy should be made available to the Village Hall Committee. They should also carry out emergency evacuation drills and let the Village Hall Committee know when this is done and if any issues where encountered e.g. a trip hazard on route.

It is the intention of the Ambrosden Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present

- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- Do not stack more than five chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to bookings@ambrosdenvillagehall.org.uk
- Report every accident in the accident book to bookings@ambrosdenvillagehall.org.uk

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors • use adequate lighting to avoid tripping in poorly lit areas
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards.

Alcohol:

If alcohol is being sold/served please ensure the necessary licenses are in place, these should be displayed on the notice board in the hall foyer for the duration of your event.

These licenses are to be presented to the Village Hall Booking Secretary upon request.

Gaming, betting and lotteries:

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.

Electrical appliance safety:

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

End of hire:

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured (doors, fire doors and windows) unless directed otherwise.

All appliances that need to be switched off at the plug and unplugged and that all lights are switched off. Ensure that any contents temporarily removed from their usual positions are properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge which may be deducted from the deposit.

Damages:

All breakages and damages are to be reported to bookings@ambrosdenvillagehall.org.uk
Please see 'Insurance and indemnity' for further information.

Cancellation:

The

If the Hirer cancels the booking	The Village Hall will return
4 or more weeks prior to event	Deposit and 100% of fee
2 – 4 weeks prior to event	Deposit and 50% of fee
2 weeks or less prior to event	Deposit only

The Village Hall reserves the right to cancel village hall hires by written notice to the Hirer in the event of:

- ☞ The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- ☞ The Village Hall committee reasonably considers that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- ☞ The premises become 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, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Insurance and Indemnity

The Hirer shall be liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the land and its contents.

All breakages and damages are to be reported to bookings@ambrosdenvillagehall.org.uk.

All claims, losses, damages and costs made against or incurred by the village hall management committee, their volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer.

Regular Hirers - Terms and Conditions

A Regular Hirer is defined as any society, association, club, community group, organisation, or individual who makes regular weekly / fortnightly / monthly bookings for a period of 3 months or more.

In addition to the one time hire terms and conditions, the following addition terms and conditions apply to Regular hirers.

Recurring bookings:

All bookings are to be completed online and invoices will be emailed to you online soon after.

Minimum duration of hire is 2 hours, however, exceptions can be made at the Committee's discretion.

Please book the hall for the entire time you need to be in it, including setup and clean up times.

Payment: - This replaces the Payment section above.

We are happy to work with you to find the correct payment plan, please do reach out to us at bookings@ambrosdenvillagehall.org.uk.

Deposit and fines: - This replaces the Deposit section above

Our regular users will not be expected to pay a deposit, HOWEVER fines will be introduced for noncompliance of all of the AVH Terms and Conditions. These fines will cover the cost of the work to remedy the situation and any administration tasks associated.

Repeat offenders will not be allowed to rebook the village hall where fines are not paid AND the terms and conditions continue to not be met.

Storage:

Ambrosden Village Hall has extremely limited storage capacity that can be offered for use to our regular users. This is at the discretion of Ambrosden Village Hall Committee. We aim to deal with storage requests fairly although we may not be able to accommodate each request.

Not all items can be stored on the premises especially items that violate Health and Safety protocol such as flammable items. Such prohibited items invalidate the Ambrosden Village Hall insurance policy.

Please note that if you leave any equipment at the hall in storage, you do so at your own risk. We ask that groups respect each other's equipment.

Cancellation: - This replaces the Cancellation section above.

- Weekday bookings to be cancelled 1 week prior to the event.
- Weekend bookings to be cancelled 2 weeks prior to an event as it would be impossible to rehire.

Failure to comply with these terms and conditions, unless there are extreme circumstances, will result in the full payment of the hire charges.

Your attendees' safety:

Regular hirers are expected to carry their own first aid kit.