

Queniborough Village Hall Terms and Conditions of Hiring

Queniborough Village Hall

Rearsby Road, Queniborough, Leics. LE7 3DH
Registered Charity No. 521488



Queniborough Village Hall Terms and Conditions of Hiring

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.

1. Hiring:

The hall is let in accordance with the scale of charges in force at the time of use. Applications to use the hall should be emailed to queniboroughvillagehall@gmail.com. The hall is managed entirely by volunteers, but we will always try to give an answer within 72hrs.

2. Access to the Hall and key:

The key for the hall will be in the key-safe by the main hall door and a code will be issued by email a few days before the hire period. A check of the hall will be made after the hirer has vacated the building. After the period of hire, the front door is to be locked and the key returned securely to the key safe.

Unless express permission is given by the booking secretary in writing, access to the hall is only for the agreed hiring period, (this includes any setting-up, deliveries and clearing away and cleaning up after the event).

The code for the key safe, which is bespoke to each event, will be emailed to the hirer during the week of the hire on receipt of the damage/ cleanliness deposit referred to in paragraph 4.

3. Payment terms:

Receipt of the full hire fee, or 20% of the hire fee if the hire is more than five (5) weeks after booking, will secure the booking if accompanied by a completed hire form returned to the booking secretary. The full hire fee must be paid at least four (4) weeks prior to the date of use of the hall to retain the booking. Payment is by PayPal/Sumup, Bank transfer etc.

4. Payment of refundable damage / cleanliness / nuisance deposit:

Occasional hirers will pay a refundable damage/ cleanliness deposit by bank transfer not less than 1 week before the hire. A deposit of £50 (for hires finishing before 18.00) £200 (for hires finishing after 18.00) must be received before the key code is notified to the hirer. This deposit will be refunded within one week of the hire once the cleanliness and state of the hall has been ascertained following the hire, and there has been no nuisance caused (see paragraph 12 below). If additional cleaning is required or any

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damage is found, part, or all, of the deposit will be retained to go towards any additional costs incurred by Queniborough Village Hall in rectifying this.

4. Cancellations by hirer:

Occasional hire cancellations made less than four (4) weeks' notice will result in the full hire fee being retained. However, if the cancellation is subsequently re-let the full hire fee may be refunded.

Regular hirers of the hall must give a minimum of four weeks' notice of cancellations otherwise the normal fee will be charged. Regular hirers must pay at the beginning of the month of hire or pay 50% more for late payment.

5. Cancellations by QVHMC:

The management committee reserve the right to change or cancel a booking in the event of elections, essential maintenance or similar circumstances.

6. Numbers permitted:

The maximum number of people permitted on the premises is 200 standing with no more than 6 tables or 140 seated. This figure includes Kitchen and Bar staff etc.

Under no circumstance should this number be exceeded.

7. Sub-letting:

The hall must not be sub-let by a hirer.

8. Your responsibilities as the hirer:

The person or organisation hiring the hall is responsible for.

- a) Compliance with the H&S policy displayed in the foyer notice cabinet.
- b) The preparation of the hall before the event.
- c) The proper and orderly use of the hall.
- d) Complying with local by-laws and regulations.
- e) Observing all matters of copyright and the performing rights society.
- f) Ensuring the emergency exits (internal & external) are **not** obstructed.
- g) Ensuring no person uses the hall outside the agreed hours/day.
- h) Ensuring that no explosives or flammable substances are brought into the hall.
- i) Ensuring that no fireworks are let off in or around the area of the hall or the car park at any time.

9. Insurance and indemnity

The Hirer shall be liable for:

- a) The cost of repair of any damage (including accidental and malicious damage) done to any of the property including the curtilage thereof or the contents of the Village Hall.
- b) All claims, losses, damages and costs made against or incurred by the Village Hall, its Trustees, employees, volunteers, agents or invitees in respect of damage or loss

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of property or injury to persons arising as a result of the use of the Village Hall (including the storage of equipment) by the Hirer and

- c) All claims, losses, damages and costs made against or incurred by the Village Hall, its Trustees, employees, volunteers, agents or invitees as a result of any nuisance caused by a third party as a result of the use of the Village Hall by the Hirer and, subject to sub-clause 9(e), the Hirer shall indemnify and keep indemnified accordingly the Village Hall, its Trustees, employees, volunteers, agents and invitees against such liabilities.
- d) If the Hirer of a non-commercial event engages the services of a person or persons who operate on a commercial basis, then the Hirer must ensure the provider has their own public liability cover as the Village Hall insurance does not insure their liabilities. *EG Bouncy Castle providers*
- e) In cases of commercial hire where Queniborough Village Hall does not insure the liabilities described in sub-clauses 9(c) and (d) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Bookings Secretary. Failure to produce such policy and evidence of cover will render the hire void.

10. At the end of the hire period the hirer is responsible for:

- a) Leaving the hall clean and tidy - sweeping floors and mopping up any spills as necessary. Brushes and a spill kit are located in the utility room (off the kitchen).
- b) Removing rubbish to the red Biffa bin in the car park.
- c) All chairs and tables must be stored in stacks of 8, alternately face to face, in the appropriate storage area, as per the instructions illustrated on the chair cupboard doors.
- d) Ensuring the curtain cords are secured (wound around the cleats).
- e) Removing all decorations.
- f) Flushing all toilets and ensuring they are in a clean condition.
- g) Switching off all kitchen equipment except the wall mounted water heater which is to be left on. Turning off all taps.
- h) Closing all windows and doors, switching off all lights and locking the main entrance doors.
- i) Returning front door key to key safe and ensuring the safe is securely closed.

11. Advertising:

Posters, fly posting and any other means of advertising must be in compliance with the appropriate by-laws, planning, highways legislation and are the responsibility of the hirer.

12. Noise and disturbance:

Noise and disturbance must be kept to a minimum in view of the close proximity of residential properties. For this reason, Emergency Doors to the car park must only be opened in emergencies. Should any justified complaints arise the committee reserves the right to raise an additional penalty charge on the hirer. In the event of any closure or

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restrictions arising from the hire of the hall, the committee reserves the right to claim compensation from the hirer for any resulting loss or potential loss of income.

13. Use of BBQs

- a) No BBQs of any sort may be used in the hall itself. Any permitted BBQs must be used on the slabs at rear of the hall.
- b) There is absolutely no vehicle access allowed to the rear of the hall – there are wildflower gardens at the rear of the hall.
- c) Equipment must be carried manually around the hall to the slabbed area, avoiding the wildflower gardens.
- d) Only use of wheeled gas BBQs are permitted and must always be supervised by a responsible adult.
- e) Use of single use/disposable/coal or charcoal BBQs are strictly prohibited.
- f) If the conditions are such that the risk of fire is considered too high, QVHMC reserves the right to withdraw this permission at any time.
- g) No BBQs are allowed on the car park. It damages the surface.

14. Kitchen:

The kitchen must be under the supervision of an adult at all times. Waste must be placed in the red Biffa bin provided outside. The hirer should provide their own tea towels. Outside caterers are responsible for clearing away their rubbish.

15. Damage & Loss:

The QVHMC will not be held responsible for any damage or loss to goods, property or equipment, or for any personal injury on the premises or land, howsoever caused. Hirers should make their own insurance and first aid arrangements.

16. Parking:

Vehicles left in the car park are left at the owners' risk. The QVHMC will not be held responsible for any loss, damage or theft.

17. Bars & Alcohol:

The hirer will be responsible for obtaining a temporary licence for the sale of alcohol to be consumed on the premises and for strict observance of the terms of any such justices' licence. Bars must only be set up either in the committee room or the kitchen. Bottles and any recyclables arising from bars must be removed by the hirer.

18. Music & entertainment:

All music, discos and licensable activities (see premises license in main notice board) must only be during the times as below:

Monday to Thursday	08:00 to 23:00
Friday	08:00 to 00:00
Saturday	09:00 to 00:00
Sunday	09:00 to 23:00

19. Decorations and fixings:

No penetrating fixing methods i.e. staples, drawing pins, Sellotape, Bluetack or similar adhesives shall be used on plastered walls (Hooks are provided around the hall for

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such purposes). All decorations and their fixings must be removed other than by prior arrangement. Any items used to fix coverings to tables must be removed. No tape of any sort is to be stuck on the floor.

Failure to adhere to any of the above may result in you being charged an additional fee.

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