



The Common, Chipperfield, WD4 9BS

Registered Charity No 250164

[www.chipperfieldvillagehall.com](http://www.chipperfieldvillagehall.com)

## Standard Conditions of Hire

The parties to any hiring of Chipperfield Village Hall are:

- 1) The Village Hall acting by its Management Committee (“we/us/our”); and
- 2) An individual hirer or, where the hirer is an organisation, the authorised representative (“you/your”).

### **Booking**

1. For occasional/private hirers, to secure a booking, you should complete and return the booking form to the Booking Secretary. Once the Booking Secretary has received and reviewed your completed form, they will confirm your booking and issue an invoice, whereupon full payment of the hire fees is required.
2. For regular/group bookings (e.g. village organisations, regular private hires), your series of bookings will be confirmed in advance by the Booking Secretary and entered into the calendar. You will be invoiced regularly and expected to pay in the timescale quoted in the invoice.
3. If you wish to cancel a booking before the date of the event, the question of repayment of part or all of the hire fee and any deposit shall be at the discretion of the Management Committee. However, if you cancel less than 72 hours before the date of your event then the whole booking fee is automatically forfeited.
4. We will not allow hiring of the hall for 18<sup>th</sup> or 21<sup>st</sup> birthday parties and we reserve the right not to agree to hire the hall for other events, at our discretion.
5. We reserve the right to cancel any hiring in the event of the hall being required for use as a polling station for a Parliamentary or local election or by-election or referendum; or if for any reason the premises become unfit for your intended use. In this case you will be entitled to a full refund of any monies paid.

### **Your Event**

6. You, or a responsible person nominated by the hirer whose name has been given on the Booking Form, shall be present and in charge of the premises at all times during the hire period.
- 7. No smoking, vaping or use of e-cigarettes in any parts of the building at any time.**
8. The hall is first and foremost a do-it-yourself venue. If you haven't hired anybody to decorate, set up or take down the hall, you do it yourself. Please include the set up and clearing up time in your hire period. Any hired-in equipment must be delivered during your paid for hire period.

9. You may bring to the hall equipment that you deem necessary and which is not provided by the hall. Any electrical equipment or other appliances brought to the hall and used during the period of the hire should be in good working order and should have undergone portable appliance testing (PAT). You must not bring into the hall or use any unauthorised heating or cooling appliances without our consent. Any items of equipment such as laptops, projectors or sound equipment brought into the hall in this way are at the owner's risk, and we accept no responsibility for any damage to such items, howsoever caused.

10. If you are preparing, serving or selling food, you must observe all relevant food and hygiene legislation and regulations.

11. If you wish to use the audio visual and/or projector systems, you may request a demonstration from the Caretaker. We ask that only competent persons play the piano.

12. No animals and no dogs (except assistance dogs) shall be brought into the hall without our prior consent.

13. You must ensure that the minimum of noise is made on arrival and departure from your event and use your best endeavours to avoid disturbing the hall's neighbours. In particular you should ensure that visitors park considerately and avoid blocking other vehicles in. All music must be turned off completely by 23.00hrs at the latest and the premises must be vacated by 23.30. Any deposit (see below) may not be returned if undue noise or other disturbances are caused by your event, especially if complaints are received from third parties. Chipperfield Village Hall operates a zero tolerance policy towards drugs and anti social behaviour of any kind. In the event that any Management Committee members have to be called out to deal with any problems caused by you/your event, then extra charges may be made.

14. If you are using a bouncy castle, or any other land-based inflatable then you must ensure the equipment is supervised by responsible adults at all times when in use or inflated. Inflatables must be firmly anchored with each anchor point clearly marked and wrapped to prevent injury and soft matting provided in each location to prevent injuries arising from falling from the inflatables. No inflatables shall be used by those aged 2 and under. You may not use trampolines.

15. Posters, banners, or placards are not to be affixed to walls, fixtures or fabrics so as to cause any damage and must not obstruct gangways, exits or entrances. No bolts, screws, nails or tacks shall be driven into any part of the premises. The painted wooden board around the hall may be used eg with Blu-tak, providing the paintwork is not damaged.

16. You must leave the premises in a clean and serviceable state, with all furniture, appliances, crockery and cutlery clean and returned to their original positions. Note in particular that any chairs you have used must be returned to the stage at the end of your event. Non-compliance may result in extra charges or loss of damage/cleaning deposit.

### **Your Responsibilities**

17. At the beginning of the hire, you must familiarise yourself with the location and operating instructions of all fire-fighting equipment. You must ensure that all fire doors are closed, not wedged open; that no exits are blocked during the hire period; and that all users of the hall are also familiar with fire safety arrangements, including the location of emergency exits and of fire-fighting equipment. You should call the Fire Brigade to any outbreak of fire however slight, and give details to the Bookings Secretary. The approach road to the hall must be kept free of all vehicles to allow access in the event of an emergency.

18. The hall has basic first aid kits in each kitchen for use in the event of an accident or personal injury and you should inform the Bookings Secretary of any accident and record the details of any accident in the Accident Report book located in the main kitchen. Should you notice anything broken or missing, or have any comments about items in the hall, you can leave us a note in the notebook located in the lobby.

19. During the period of the hiring, you are responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort, and the safety, control and 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. You will be responsible for undertaking any risk assessments that are required to ensure the safety and protection of those using the hall during the period of hire.

20. You are responsible, at the end of the hiring, for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed by us; and with any contents temporarily removed from their usual positions properly replaced (chairs, tables etc) otherwise we may make an additional charge. You must ensure all taps are turned off. The large bin outside is for all general rubbish except **FOOD WASTE**. All **FOOD WASTE** must be taken away from the hall. On **no account** are nappies to be left in any of the internal bins.

21. You shall indemnify us for the cost of repair or replacement for any damage done to any part of the property or contents which occurred during the period of hire including but not limited to curtains, chairs etc.

22. You shall indemnify us against all claims, demands, actions or proceedings in respect of death or injury of any person or loss of or damage to property which occurred during the period of the hire or arising out of the hiring, unless caused directly by the negligence of the committee, its agents or servants.

23. You may not use the premises for any purpose other than that described on the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way. You must not bring in or use explosive or flammable substances including candles (except those designed for use on cakes) or any oil, electric, gas, LPG or other appliance anywhere on the premises. You are not to erect any decorations of a combustible nature nor use fireworks or bonfires. Generally, you must not bring anything to the hall which may endanger or render invalid any insurance policies in respect of the premises.

24. You must comply with all regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise. You are responsible for any licences needed for the sale or supply of alcohol and food and for the observance of the same. If you are proposing to **sell** alcoholic drinks, you must first obtain a Temporary Event Notice from Dacorum Borough Council. The hall does not have a TV licence. The Hall does hold a licence that covers both the performance of live music and the playing of recorded music on the premises. The licence incorporates charges levied by Phonographic Performance Limited and the Performing Rights Society (now known as PPL PRS Ltd) on behalf of songwriters, composers, publishers, record companies and performers. If you are in any doubt, though, you should take your own advice on all aspects of licensing.

25. You must ensure that nothing is done on, or in relation to, the premises in contravention of the laws relating to gambling, betting, and lotteries.

26. You should ensure that the provisions of all relevant legislation relating to children including the Children's Act 1989, the Children's Act 2004 and the Safeguarding Vulnerable Groups Act 2006 are strictly observed in relation to all persons supervising children and children's activities on the premises. It is also your responsibility to have your own safeguarding policy and to comply with good practice regarding the safeguarding of children and vulnerable adults if that is appropriate. You should also ensure that relevant provisions of the Equality Act 2010 are observed.

#### **Damage**

27. The Management Committee or its representative may at their discretion require a damage/cleaning deposit to be paid in advance. You will be informed at the time of booking if this is required and the amount. The deposit is to be paid at the time of payment of the hire charges. This deposit will be refunded in full after the event if no damage or extra cleaning work is required after the event and the terms of the letting have been observed.

28. Additionally, further charges may be levied, if necessary, if excessive damage is done or additional work or cleaning needed which is not covered by any damage/cleaning deposit. You should be aware that the hall is checked several times a week, especially after an event to check on cleanliness and damage.

#### **General**

29. If you are in any doubt as to the meaning of any of the above conditions of hire, please contact the hall Booking Secretary for clarification. Details can be found on the Booking Form.

Hirer's Name:

Hirer's Signature:

Date:

**Approved by the Trustees of Chipperfield Village Hall**

**Effective from February 2024**