



The Common, Chipperfield, WD4 9BS

Registered Charity No 250164 [www.chipperfieldvillagehall.com](http://www.chipperfieldvillagehall.com)

**Standard Conditions of Hire**  
**Approved by the Trustees of Chipperfield Village Hall**

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”).

You are required to sign, date and return a copy of at least the last page of this document. You should also ensure that you are familiar with the Hall Information Pack which is intended to support you in the effective use and enjoyment of Hall facilities. By signing this Conditions of Hire document, you are confirming that both these rules and the Information Pack guidance will be fully followed.

**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. For long events or events spanning more than one day please see and take note of paragraph 28.
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. The Management Committee reserves the right in all cases to retain £10 from any repayment to cover the administrative cost of returning the hire fee to you. 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. The Management Committee reserves 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 equipped to accommodate a maximum of 180 people for a standing event, 120 seated in rows or about 100 banquet style. For fire safety reasons, the total number of people in the Hall must not exceed 180 at any time.

9. 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. You must 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. If your event overruns the hours you have paid for you will be charged for the excess hours that you have occupied the hall at twice the appropriate hourly rate; and finalising your booking with us will indicate acceptance of this condition.

10. You may bring to the hall equipment that you deem necessary and which is not provided by the hall, subject to the exclusions set out in this paragraph and paragraph 24. 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.

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

12. If you wish to use the audio visual equipment you may request a demonstration from the Caretaker.

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

14. 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. **For bookings on Fridays and Saturdays, all music is to be turned off completely by 11pm at the latest and the premises vacated by 11.30 at the very latest. For bookings from Sundays to Thursdays, the hall is to be vacated by 10pm.** Any deposit (see paragraph 28) 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 antisocial behaviour of any kind. If Management Committee members have to be called out to deal with any problems caused by you/your event, extra charges may be made.

15. If you are hiring a bouncy castle or other land-based inflatable please refer to HSE guidance on the safe use of play inflatables – see <https://www.hse.gov.uk/entertainment/bouncy-castles-safety-advice.htm> . You are asked to read this guidance and understand how it applies to your hire, in particular making sure that use of the inflatable is properly supervised by responsible adults at all times. It is your responsibility to discuss safe use with the hire company and agree how it is to be achieved. It is also your responsibility to check the dimensions and requirements of the inflatable with the hire company and to visit and check access and size for yourself. **No responsibility can be taken by Village Hall management if the bouncy castle does not fit.** You must also ensure that delivery and removal times for the inflatable are fully covered within your hire period. For example some companies will only offer a delivery or collection slot, not a precise time. You are advised to check this carefully as you will not be given early or late access that you have not booked and paid for. No inflatables shall be used by those aged 2 and under. You may not use trampolines.

16. 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.

17. 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 or the back of the hall or kitchen at the end of your event. Chairs to be stored at the back of the hall or in the kitchen will be clearly marked with coloured tags. Non-compliance may result in extra charges or loss of security deposit.

### **Your Responsibilities**

18. At the beginning of the hire, please 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; that fire exit signs are switched on and remain illuminated during your event; and that users/guests are also familiar with fire safety arrangements, including the location of emergency exits and of fire-fighting equipment. 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.

19. 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 or Caretaker 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.

20. 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 complying with the Health and Safety Policy (a copy of which is available on request and can be found on our website) and for undertaking any risk assessments that are required to ensure the safety and protection of those using the hall during the period of hire.

21. 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 you have moved CLEAN and properly replaced (chairs, tables etc). You must ensure all taps are turned off. The large yellow bin outside is for all general rubbish except NAPPIES and FOOD WASTE. All NAPPIES and FOOD WASTE must be taken away from the hall. On no account are nappies to be left in the internal bins. You must not overfill the yellow bin; if the lid will not shut you must take excess bags of rubbish away with you. Failure to do this may result in an extra charge.

22. 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.

23. 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.

24. 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 anywhere on the premises explosive or flammable substances including candles (except those designed for use on cakes), deep fat fryers or any oil, electric, gas, LPG or other appliance. 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.

25. 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.

26. 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.

27. 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.

#### **Security/long hire deposit**

28. The Management Committee or its representative may at their discretion require a deposit to be paid in addition to the hire charges in order to secure a booking, payable at the time of booking. You will be informed at the time of booking if this is required and the amount. An individual hire of longer than 12 hours or an event spanning two consecutive days will normally automatically attract a deposit. This deposit will be refunded in full after the event if no damage has occurred and no extra cleaning work is required after the event, and if the terms of the hiring, including adherence to the paid for hours and waste removal requirements, have been observed.

29. 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 security deposit. You should be aware that the hall is checked regularly, and especially after an event, for cleanliness and damage.

#### **General**

30. 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: