

GREAT BOWDEN VILLAGE HALL HIRE TERMS & CONDITIONS

1. Booking Confirmation

All bookings are provisional until confirmed by the Village Hall Committee or Booking Secretary. Submission of a booking request does not guarantee availability.

- We do **NOT** accept Adult parties.
- We do accept Wedding receptions, birthday celebrations & anniversaries.
- All applicants must be 18 years or over and shall not permit the premises to be used for purposes other than stated on the application form.
- Applications for hire made for more than 12 months in advance maybe subject to annual price increases
- The hirer must be present during the entire period of hire.
- All night bookings must be finished by 22.00.

2 Child Protection:

- All hirers are responsible for ensuring that they comply with the Child Protection Act 1989 and 2004
- All children under the age of 18 must be supervised.

3. Payment Terms

- All hire charges are due in full 4 weeks prior to the booking.
- Failure to make payment by the due date may result in the booking being cancelled and the slot being released for rebooking.
- Any additional charges incurred during the hire may be invoiced separately.
- The hire charges are subject to a yearly review, so they may increase but the trustees will give at least 3 months' notice on any increases.
- All payments by BAC's to
- Great Bowden Village Hall Sort Code 30 95 47 Account 00629106 (an invoice will be raised)

4. Hire Period

- The booking period must **include** all time required for:
 - Setting up equipment, furniture, decorations, or catering facilities.
 - The event itself.
 - Clearing away, cleaning, and vacating the premises.
- Hirers must not access the hall before the booked start time and must leave the premises by the booked finish time.
- Cleaning and pack-away time must be included within the booked hire period.

5. Cancellation by the Village Hall

The Village Hall reserves the right to cancel a booking:

- With a minimum of 24 hours' notice in the event of an emergency, including but not limited to safety concerns, utility failures, severe weather, or other unforeseen circumstances.
- With a minimum of 14 days' notice where the hall is required for maintenance, repair works, inspections, or operational reasons.

Where a booking is cancelled by the Village Hall, any hire fees already paid will be refunded in full. The Village Hall Committee shall not be liable for any consequential losses, costs, or expenses incurred by the hirer.

6. Cancellation by the Hirer

- Any cancellation by the hirer should be made in writing as soon as possible.

Refunds

- If 4 week's notice or more given, then full refund
- Up to 15 days before booking 50% will be returned.
- 14 days or less no refund

7. Health & Safety

- The hirer is responsible for the safety and welfare of all persons attending their event.
- Hirers must carry out their own risk assessment and ensure that appropriate control measures are in place for their activities.
- All portable electrical equipment brought on to the premises by the hirer should have a current Portable Appliance Test (PAT) and must be removed at the end of each individual booking.
- Emergency exits, fire equipment, and access routes must always remain unobstructed.
- Under no circumstances must any hirers or persons attending their event go into the attic space.
- Any accidents, incidents, hazards, or damage occurring during the hire period must be reported promptly to the Village Hall Committee and recorded in the Accident book, which can be located in the kitchen.
- The Village Hall Committee accepts no responsibility for injuries, losses, or damages arising from the hirer's activities.

8. Fire Safety

- The GBVH has a no smoking and no vaping policy.
- The use of naked flames, candles, tea lights, fire pits, fireworks, pyrotechnics, smoke machines, or any other open flame devices is strictly prohibited within the hall and surrounding premises.
- Fire exits must remain clear and accessible at all times.
- Fire safety equipment must not be tampered with or removed from its designated location.

9. Inflatables and Similar Equipment

- Bouncy castles, inflatables, soft play inflatables, and similar equipment are not permitted inside or outside the hall without prior written approval from the Village Hall Committee.
- Any approved equipment must be installed, operated, and supervised in accordance with the manufacturer's instructions and relevant safety guidance.

9. Alcohol and Licensing

- Alcohol may only be sold on the premises where the hirer holds the appropriate licence, permit, or authorisation required by law.
- Proof of the relevant licence or authorisation must be provided to the Village Hall Committee no later than 14 days before the hire date.
- The Village Hall reserves the right to refuse permission for the sale of alcohol where satisfactory evidence of licensing cannot be provided.
- Hirers are responsible for ensuring compliance with all licensing laws and regulations relating to the sale, supply, and consumption of alcohol.
- Where alcohol is provided free of charge and not sold, the hirer must ensure that it is distributed responsibly and in accordance with current legislation.
- The Village Hall Committee accepts no liability for any breach of licensing legislation by the hirer.

10. Hall Capacity

- Main Hall 80 people standing
- Main Hall 60 people seated
- Main Hall 60 people seated at Tables
- Meeting Room 10 people.
- Total Building Capacity 90 people.

11. Cleaning Requirements

- The hirer is responsible for ensuring that the hall, kitchen, toilets, and any other areas used during the hire period are left in the same clean and tidy condition in which they were found.
- This includes, but is not limited to:
 - Sweeping after every booking
 - Mopping floors where necessary.
 - Removing any spillages, marks, or debris from floors, tables, chairs, and work surfaces.
 - Cleaning and tidying toilet facilities used during the hire.
 - Washing, drying, and returning all crockery, cutlery, utensils, and kitchen equipment to their designated storage locations.
 - Cleaning all kitchen work surfaces, sinks, and appliances used.
 - Cleaning the oven, hob, microwave, and any other cooking equipment used during the hire.
 - Returning tables and chairs to their original positions unless otherwise instructed.
 - Removing all food, drink, decorations, and personal belongings from the premises.
 - Taking away all rubbish generated during the event unless otherwise agreed with the Village Hall Committee.
- Cleaning must be completed within the booked hire period.
- If the hall is not left in a satisfactory condition, or if additional cleaning is required, the hirer may be invoiced for the reasonable cost of cleaning, waste removal, or any remedial work required.

12. Care of the Premises

The hirer shall:

- Take reasonable care of the building, fixtures, fittings, furniture, equipment, and grounds.
- Ensure that no decorations, notices, or displays are attached to walls, ceilings, doors, or windows using nails, screws, drawing pins, staples, adhesive tape, or other fixings that may cause damage.
- Ensure all lights, taps, heating, and appliances are switched off before leaving.
- Secure the premises as instructed by the Booking Secretary.
- Report any damage, faults, or maintenance concerns as soon as possible.

13. Damage

The hirer accepts responsibility for any loss of, or damage to, the building, fixtures, fittings, furniture, equipment, or grounds caused during the hire period and may be charged for repair or replacement costs.

14. Insurance

The Village Hall's insurance does not extend to the hirer's activities, equipment, property, or guests. Hirers are responsible for arranging any insurance they deem necessary for their event or activity.

15. Compliance with Laws

The hirer must comply with all applicable laws, regulations, licences, safeguarding requirements, and health and safety obligations relevant to their activity.

16. Right of Refusal

The Village Hall Committee reserves the right to refuse any booking or terminate a hire if:

- These Terms and Conditions are breached.
- Activities are deemed unsafe, unlawful, or inappropriate.
- The event is likely to cause nuisance, disturbance, or damage to neighbouring properties or the hall itself.

17. Acceptance of Terms

By making a booking and paying the hire fee, the hirer confirms that they have read, understood, and agree to comply with these Terms and Conditions.

Village Hall Committee reserves the right to amend these Terms and Conditions at any time. Any amendments will not affect bookings already confirmed unless required by law or for health and safety reasons.