



HINDERCLAY VILLAGE HALL HIRE POLICY

Terms & Conditions of Hire

Hinderclay Village Hall is managed by the Village Hall Committee (VHC).

The Hirer is the person or persons hiring the Hall from the VHC.

The “Premises” is Hinderclay Village Hall, Car Park and the attached Recreation Field.

The use of the Village Hall is subject to the following rules and conditions.

Hire Applications

1. The Hirer must be a minimum of 18 years of age.
2. Applications to hire the Village Hall shall be made to the Village Hall Committee member responsible for bookings.
3. The right to refuse any application for the use of the facilities is reserved by the VHC member responsible for bookings. There is no obligation to provide a reason for refusal.
4. All arrangements for the use of the facilities are subject to the VHC reserving the right to cancel bookings when the premises are required for the use as a Polling Station / by the Local Council and Parish Council's function or are rendered unfit for the intended purpose.
5. Local groups shall normally have priority use of the facilities but all arrangements for hire facilities made from outside of Hinderclay will be honoured except as provided for in “3” above.
6. The Village Hall is open to all members of the community in compliance with the provisions of the Equality Act 2010.
7. The Hirer must accept full responsibility for the conduct of the invited users of the Hall, and if relevant, the Recreation Field.
8. The Hirer accepts responsibility to ensure that the Health and Safety Conditions within the Terms of the Village Hall Risk Assessment and General Health and Safety of the invited users of the Premises, particularly in the use of Hazardous Substances* and Manual Handling. **Hazardous substances are as described by the manufacturer where the label defines it as “hazardous” or “to be kept out of reach of children”.*
9. The Hirer is responsible for following Safeguarding procedures – see statement below. Where a Hirer does not have a Safeguarding Procedure, they will follow the Hall's Safeguarding Policy;
<https://hinderclay.onesuffolk.net/village-hall>
10. The Hirer shall provide appropriate Insurance to cover risks which may be associated with the activity to be undertaken in the hire and provide a risk assessment if relevant. The Hirer undertakes to be on the premises for the full duration of the hire period and to supervise and manage the event to ensure above.
11. The Booking Deposit is non-returnable.

12. The Cleaning deposit is returnable, subject to the Hall being left in a clean condition as it was at the start of the hire period. All toilets, floors, work surfaces, tables, chairs, crockery and cutlery must be left in a clean condition and stored as when the hire period began.
13. The Damage deposit shall be returned at the end of the hire period, subject to there being no damage to the Premises, furniture or equipment.
14. The pre-paid deposit shall be forfeit if the hire is cancelled after the booking form is signed. The VHC shall, at its discretion, be entitled to charge the full charge for hire if the cancellation is made less than seven days before the hire date.
15. The Hirer shall be responsible for leaving the Premises secure and locked, and the surrounding area including the car park and Recreation Field, clean and tidy.
16. All lights and heaters must be turned off prior to vacating the building.
17. All waste is to be removed from the building. Waste and recycling bins are located to the right of the entrance, glass banks are at the far end of the car park to the left of the entrance. Hirers are encouraged to recycle where possible.

Licensing & Regulation

The Hirer is responsible for ensuring that no gaming, betting or lotteries are carried out on the Premises in contravention of the law.

The Hirer shall ensure that the VHC holds a relevant Performing Rights Society Licence before allowing use of any Copyright music.

Hirers must ensure that any professional entertainer, presenter or lecturers are covered by full public liability insurance for themselves and any equipment that they bring onto the Premises.

The Hirer shall comply with the Law and all conditions and regulations made by the Local Authority and shall conform to all conditions as laid out in the VHC Risk Assessment and Safety Procedures.

The Hirer shall ensure that any electrical equipment brought onto the Premises is in safe and good working order and conforms to any relevant electricity safety regulations.

If the Hirer charges people to attend their event and music is to be played during the Hire period, Hirer's should be aware that it is likely that a Music Licence is required.

The Music License held by the Village Hall does not cover Hirers events where attendees are charged a fee. Further information is available at:

<https://pplprs.co.uk/themusiclicence/>. If you are unsure please check when booking.

Maximum Capacity

The maximum capacity permitted as defined by Suffolk Fire Service shall not exceed:

Seated at tables	110 persons
Mixed Occupancy (tables and dancing area)	120 persons
Dancing	130 persons
Closely seated audience	140 persons

Opening Hours

The Village Hall facilities normal hours of availability are between 7am and 11.30pm.

Damage, Claims & Losses

Any damage, however slight, to either the fabric of the building, or any furniture, or fixtures and fittings, or any equipment provided by the VHC, or the recreation field and its flora, shall be the responsibility of the Hirer, to make good (to the satisfaction of the VHC) or to pay the cost in full without delay.

The Hirer shall be responsible for all claims, losses, damages and costs made against the VHC, Volunteers or Agents in respect of damage or loss of property or injury to any persons arising in respect of the use of the Premises.

Conduct

The Hirer shall be responsible for ensuring good conduct from all users of the Premises and ensure minimum disruption or inconvenience to neighbours of the Hall by ensuring proper car parking and minimum noise.

No music shall be played after 11.30pm.

The Hirer shall not allow the premises to be used for any other purpose than as in the Agreement and shall not allow any illegal or dangerous activity on the Premises. The Hirer shall not allow the use or possession of illegal drugs by any user of the Hall.

No smoking or vaping shall take place within the Hall.

The use of candles or naked flames is prohibited.

Alcohol shall not be consumed on the Premises, except by permission of the VHC.

The sale of goods is not permitted without the permission of the VHC.

No weapons or potentially dangerous machinery may be brought onto the Premises without the express permission of the VHC.

No dogs, except assistance dogs, allowed in the Hall.

Safeguarding children, young people, and adults at risk

The Hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Bouncy Castles and Inflatables

The Hirer is required to inform the Village Hall Booking Clerk at the time of booking if they intend to use a bouncy castle or play inflatable for their event and complete a separate Declaration. The Booking Clerk reserves the right to refuse the use of bouncy castles or play inflatables.

Village Hall Policies

Our Data Protection Policy, Equality and Diversity Policy, Anti-bullying and Harassment Policy and Complaints Procedure are available on our webpage:

<https://hinderclay.onesuffolk.net/village-hall>

Please ask if any of the Conditions are unclear or if any specific topic is not included in these Conditions.