



WVH - Registered Charity Number 1115499

Worleston & District Village Hall

Main Road, Worleston, Nantwich, Cheshire CW5 6DN

Tel - 01270 629733 worlestonvillagehall@gmail.com

Booking Terms and Conditions

1 Availability

- 1) Where possible multi-lets for clubs and similar organisations should have access all year round.
- 2) Dates for multi-lets should be agreed every 3 months in advance and, if possible for a whole year.
- 3) Preferential treatment will be given to local activities that fulfil the Lottery and Trust aim of providing opportunities for the local community to engage in a range of social and learning activities to improve their quality of life.
- 4) One months' notice is required for any multi-let group who no longer wish to use the hall.

2 Responsibilities

- 1) The Hirer must be at least 18 years of age and responsible.
- 2) The name of the person (if different to the hirer) who will be the key holder for the duration of the hall hire must be stated on the booking form
- 3) The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of the equipment and facilities and report any deficiencies or damage on the occasion of each use.
- 4) The Hirer will be responsible for registration and conduct of persons attending a function in the let premises, including, and ensuring that Security, Fire, and Health and Safety requirements are met.
- 5) In case of Fire, evacuate, stay out and phone the Fire Brigade.
- 6) At least one responsible adult should be always present during the let period to ensure adequate supervision.
- 7) The Hirer is required to reimburse the charity for the cost of any damage, including but not restricted to structural, decorative, contents and/or electrical/mechanical which may result from a letting. In the case of evening and wedding packages, this may be deducted from the £150:00 refundable warranty payment.
- 8) The Hirer is required to sweep the floor put any used crockery/cutlery into the dishwasher and turn it on and allow to complete cycle then return contents to the appropriate cupboards and drawers. Leave the hall in good order and in the same condition that they found it at the start of the let, and remove any rubbish following the let.

- 9) The Hirer is required to reimburse the charity for any additional cleaning that is necessary following the let. This may be deducted from the £150:00 refundable warranty payment (where requested as part of the hall hire).
- 10) Fittings, fixtures and decorations of any kind that damage the fabric of the building will not be permitted. The electrical and mechanical installations of the building must not be altered
- 11) Any equipment brought on to the premises by the Hirer should meet the relevant safety requirements and must be removed immediately at the end of the letting.
- 12) First Aid materials and a defibrillator which is suitable for adult and paediatric use are on site but there is no public telephone system to summon assistance. The Hirer will need to make their own arrangements. The exact address of the Hall is Worleston and District Village Hall, Main Road, Worleston, Nantwich, Cheshire CW5 6DN 01270 629733
- 13) The Hirer shall ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries.
- 14) Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises other than a special event agreed by the Village Hall Committee.
- 15) The hirer MUST not prop open external doors of the hall and all fire doors MUST be kept always shut, except for the kitchen door which has a door stop fitted. The ONLY door for exit and entrance of the building is the front door

3. Entertainment

- 1) A licensed bar can be provided by the hirer if they hold a personal licence or hire a licenced bar. Note – the Hirer is responsible for agreeing with the licensed bar supplier to supply and sell alcohol in the Hall. The Hirer alternatively may supply their own alcohol, but it is not allowed to be sold to Hall users.
- 2) Bookings for private evening parties are subject to trustees approval and will only be agreed if the hirer is a resident of the local community. If a late night function is going to take place, door staff must be hired for the duration of the time of the event (costs will be included in the charge to the hirer) and for a half hour clear up time after the event. The terms of any license relating to music, singing and dancing must be followed and there must be no infringement of copyright.
- 3) Formal seating arrangements must include adequate gangways and free passageways to allow for emergency evacuations. People should not be allowed to stand in these gangways or passageways.
- 4) The maximum number of people allowed at a function is 150 (Max 100 guests seated).
- 5) It is the responsibility of the Hirer to ensure good order during an event.
- 6) The Village Hall is a no-smoking area and this must be strictly observed.

4. Access

- 1) The Trustees reserve the right to refuse any booking without stating a reason.
- 2) The Trustees, or representative or any police officer always have the right of entry to the hall.

5. Electrical Appliance Safety

- 1) The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer must make use of it in the interest of public safety.

6 Insurance

- 1) It is the responsibility of the Hirer to effect whatever insurance they perceive is necessary to cover their liabilities. The Trust cover does not extend to the Hirers liabilities.
- 2) The Trust shall not be responsible for any damage or loss to any property or injury to any person caused prior to, or during the hire period.
- 3) Hirer to provide Insurance documents for any entertainers etc e.g. Bouncy Castle

7 Statutory Obligations

- 1) The Hirer must comply with all statutory obligations including the protection of children, vulnerable adults and promoting equality and diversity. No activity should be carried out which causes offense to other users of the Hall and neighbouring premises which would be considered a serious incident. In the event of a serious incident standard procedure would be to contact the police. An incident could be any of the following:
 - i. any safeguarding issue which puts any member of your party at serious risk. This might include a child/children or young person(s) or someone who is vulnerable.
 - ii. Intimidating behaviour from an uninvited guest
 - iii. any concerns with behaviour that puts the premises or fabric of the hall at risk
 - iv.
- 2) Users of the hall **MUST** ensure that noise outside the building is kept to a minimum after 9pm and when leaving the hall

8 Cancellation

- 1) If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, repayment of the fee shall be at the discretion of the Village Hall Committee.
- 2) All bookings will require a 50% deposit on booking which is non-refundable should the booking be cancelled
- 3) Hall hire for a full evening function require a deposit of £50.00 on confirmation of booking which is non-refundable should the booking be cancelled

9 Food Compliance

- 1) The hirer is responsible for ensuring that all food stored, prepared & cooked on the premises complies with Food Standard Agency Regulations