

WHITEHILL VILLAGE HALL

Terms and Conditions of Hire

Whitehill Village Hall is a Charity held in trust for the use of the local community and is managed and maintained by a team of Volunteers.

These Terms and Conditions relate to Whitehill Village Hall and Committee rooms. The Hall is under the control of the Whitehill Management Committee, referred to as 'the Committee' in this document. Any persons, associates or corporate bodies who hire the Hall shall abide by the following Terms and Conditions of Hire:-

1. The Hirer must be **aged over 21 years** and must remain on the premises the whole time.
2. **In the event of a fire** everyone must immediately leave the building and go to the meeting point in the Car Park. Applicable statutory, local regulations and rules for **public safety** must be strictly observed by hirers. **Fire and safety** equipment must not be misused or removed from its designated location. Fire regulations allow a maximum of 120 people in the Main Hall. The First Aid Box is located in the kitchen with the Accident Log and Repair Book.
3. A copy of the Policy for **Safeguarding Vulnerable Adults and Children** is displayed in the Hall entrance lobby for reference. By signing this document you show acceptance of this policy.
4. The Hirer of the Village Hall must conform to the Hall **Equal Opportunities** policy: a copy is available in the rack in the kitchen.

5. Food on Sale to the general public must be prepared and served according to current **Food Safety Legislation**. The responsibility for ensuring the safety of all food prepared on the premises is placed on those who are using the premises and not on the Committee. The small sink in the kitchen is designated for hand washing only and should **NOT** be used for food preparation or washing up. Food must not be left in the Hall or the refrigerator.
6. **Current licencing conditions** must be adhered to. The sale of alcohol is only permitted with a licence and it is the sole responsibility of the Hirer to apply to EHDC. **Under 18's must not be served alcohol** at private parties held in the Hall.
7. The Hirer is asked to keep **music to reasonable levels** and late at night, people should be asked to **leave quietly** at the end of the hire, in deference to the neighbours living close by. Music must not be played after 11.00 pm.
8. **The Hall must be vacated by 11.30 pm.** All doors and windows must be closed and the doors locked, leaving the Hall secure. Rubbish must be removed if the bin is full.
9. When the Main Hall and Committee Rooms are hired simultaneously by multiple users, **consideration must be given to the other users regarding noise and use of shared facilities** such as kitchen, cloakrooms and toilets.
10. **Committee Room** users should arrive and leave via the side door and **SHOULD NOT USE THE FRONT DOORS VIA THE MAIN HALL.**

11. **The Hirer is responsible for all fixtures, fittings and furniture** in the Hall during the period of hire and for the **conduct of all persons admitted to the Hall. Additional heating appliances** must **NOT** be plugged in to any electrical socket.
12. **Equipment malfunction or damage to the Hall or its contents must be reported** to the Hall Booking Clerk or Chairman by telephoning the number on the exit door. Minor problems may be recorded by in the small black book located in kitchen rack. Decorations, balloons etc may only be fixed to the walls or woodwork using the hooks beside windows.
13. A paid cleaner is only in the hall twice a week. The **floors should be swept** and additional mess **cleaned up by the hirer after use**. The kitchen must be left tidy and in a hygienic condition. Cleaning equipment is located in the side passage next to the kitchen.
14. **Tables and chairs** must be returned **clean** to the positions in which they were found.
15. **Children must not play or sit on the stage during a party.**
16. **Casual party bookers must pay a deposit** when booking the Hall. The deposit paid by a casual hirer will not be returned until **one week after the booking**, to allow the Hall and its facilities to be checked for damage. Rubbish must be removed or **inside** the bin outside.
17. **Decorations, Banners, Notices** must only be fixed in the hall to the small hooks at the end of the curtain rails, above the double doors or at the top of the 3 small tiled

pictures. **Damage** to the decoration by use of sticky tape or blu tack on the walls will be charged to the Hirer.

18. The Committee **shall not be held responsible for any loss or damage** to personal property or vehicles in or on the Hall property or the repair or cleaning of any equipment supplied by the Hirer. Portable heating appliances may not be used in the hall for Safety reasons
19. Use of the **Sound System will be by a named person, by agreement with the Trustees and may require a prior deposit.** The system will be checked after each use. **Damage** will be **repaired by a specialist company** and charged to the Hirer.
20. The times of hire shall be agreed in advance and **must not be altered without the prior agreement of the Booking Clerk.** The period of hire shall include any time needed for both setting up and clearing away at the end. Any run-over will be charged as per the tariff.

All hirers will be expected to read the whole of this hiring agreement and must sign below as evidence that they agree to the hiring conditions.

I agree to adopt the Whitehill Village Hall Policies for Safeguarding Vulnerable Adults and Children, Equal Opportunities and Health and Safety - copies can be found in the Kitchen rack.

Signature of Hirer

Print Name

Organisation represented

(if appropriate)