

## Standard Terms & Conditions of Hire

### WEST WICKHAM VILLAGE HALL

#### Hirers must also conform with the additional terms set out in the Additional Requirements for Managing Covid-19 Risks

If the Hirer is in any doubt as to the meaning of the following, the Booking Secretary should be consulted immediately.

1. CHARGES for hiring the hall shall be paid in advance to the Booking Secretary except for the contract hirers who shall normally pay monthly / quarterly / termly in arrears against invoices rendered.
2. DEPOSITS FOR CASUAL HIRING. 25% of the charge is payable at the time of booking. This is non-returnable. The balance is due on the hiring date, before the hire commences. A Security Deposit is payable before the hall is used. This will be refunded if no damage to the hall occurs during the hire period and no additional cleaning is required.
3. POST DATED CHEQUES will not be accepted.
4. West Wickham Village Hall Standard Terms THE HIRER must be over 18 years of age
5. THE MANAGEMENT COMMITTEE reserve the right to cancel any hiring of the Meeting Room in the event of it being required for use as a POLLING STATION for Parliamentary, Local Government or by-elections, in which case the hirer shall be entitled to a refund of any deposit paid.
6. THE HIRER shall not sublet or use the premises for any unlawful purpose or in any unlawful way; nor do anything or bring into the premises anything which may endanger the premises or any insurance policies in respect thereof.
7. If appropriate, (bearing in mind the number of people in attendance), THE HIRER will, during the period of hiring, ensure that there are two or more people to supervise those on the premises.  
This will include:
  - Ensuring that all present are aware of fire exits and procedure
  - Responding to the alarm in the disabled toilet
  - Monitoring the behaviour of **all** persons on the premises
  - Supervision of car parking so as not to cause obstruction
  - Ensuring care and protection from **any** damage or change to the fabric or contents of the building
8. ANY DAMAGE to the fabric or contents of the Hall shall be reported to the Booking Secretary immediately after the letting. The Hirer shall repay the Management Committee for the cost of: repair of any damage done during the hire period as a result of the hiring or any additional cleaning costs resulting from the hire.
9. NO ALCOHOL is permitted to be brought, sold or consumed on the premises without permission from the Management Committee. Such consent must also be obtained prior to seeking a temporary event licence for the sale of alcoholic liquors. On being granted a temporary event licence a copy must be shown to the Booking Secretary.
10. FOOTWEAR. Stiletto Heels should not be worn in the Hall. Hirers for sporting activities should wear non marking sports shoes.

11. THE HALL IS LICENSED for public performances of Music, Singing and Dancing from:

Monday to Saturday: 6.00pm to Midnight

Sunday (Music Only) 7.30pm to 10.30pm

12. The Management Committee requires that the volume of any music be lowered after 11.00pm and that steps be taken to ensure that no nuisance be caused to residents adjacent to the hall.

13. In order to play or perform music in public, the Hall is licensed by PPL/PRS Ltd for the use of “buildings for serving the community at large”. It does not provide a licence to play or perform music for commercial events.

14. THE NUMBER OF PEOPLE on the premises for a Public Entertainment shall not exceed 150 or 100 when seated.

15. Detailed fire instructions are on the wall of the two main rooms, kitchen and bar.

ALL MEANS OF EXIT in the premises must be kept free from obstruction and immediately available for instant public exit. AT THE SOUNDING OF A FIRE ALARM THE HALL MUST BE EVACUATED. The FIRE BRIGADE must be called to any outbreak of fire, however slight and details thereof shall be given to the Booking Secretary or Chairman whose contact details are on the Hire Agreement

16. Free Wi-Fi has been provided by Connecting Cambridgeshire through their **CambWifi** initiative and is subject to their terms and conditions. The Village Hall Management Committee do not accept any liability resulting from the use, or the lack of availability, of the CambWifi network. Further information on CambWifi may be found at <https://www.connectingcambridgeshire.co.uk/public-access-wifi/public-wifi/> with instructions for joining the network provided on the Village Hall notice board.

17. AT THE END OF THE HIRING, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise. Any contents temporarily removed from their usual position should be properly replaced. All rubbish must be removed. The committee shall be at liberty to make an additional charge or deduct an appropriate sum from the security deposit should any additional cleaning be required.

18. IN THE EVENT OF THE HALL, OR ANY PART THEREOF BEING RENDERED UNFIT in advance of the use for which it has been hired, the Management Committee shall not be liable for any resulting loss or damage to the hirer.

19. The Hall is a No Smoking area. Receptacles for discarded cigarettes are provided at the front and rear of the building.

20. Any spillage in the main hall must be cleaned up as quickly as possible to avoid damage to the floor.

21. All children must be supervised by a responsible adult at all times.

West Wickham Village Hall Trust

Registered Charity. No 1066506

September 2020

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## END OF SESSION CHECKLIST

PLEASE

1. Leave the Hall, Kitchen, Bar & Toilets clean and tidy.
2. Return any furniture or equipment moved in its original position.
3. Turn off extractor fans and water heaters in the Kitchen, Bar & Toilets. Switch off and unplug any other electrical equipment used.
4. Check all windows and doors are securely closed and locked.
5. Turn off all lights.
6. Do not leave your rubbish in, or outside the hall where dogs and vandals can get at it. Please take it with you.
7. Lock the main door and return the keys.