



Available for Hire – Weddings – Parties – ClubsPlaying Field - Cricket & Football

Reg Charity 301392

## **SHALFORD VILLAGE HALL CONDITIONS OF HIRE FOR HALL AND SPORTS FACILITIES**

**Please read these conditions carefully**

**For the purpose of these conditions, the term Hirer shall mean an individual hirer or, where the hire is an organisation, the authorised representative. Hiring can only be made by arrangement with the booking clerk Mrs Nicola Walton on 07505 283374, at which time a £150 refundable holding deposit will be required with the completed booking form. Please note this amount will be banked and all bookings MUST be paid for 2 weeks in advance of the event. The deposit will be returned to the hirer once the hall has been checked. Any cost incurred to the Committee to return the hall to its condition before the hiring will be deducted from the holding deposit. A copy of your public commercial insurance will also be required for us to keep on file.**

### **HALL (Maximum number 100 people)**

1. The Hirer will, during the period of the hiring be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including supervision of the car parking arrangements so as to avoid obstruction and damage to highway and grass.
2. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises to allow the premises to be used for any unlawful purpose or in any unlawful way, not do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in

- respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
3. The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, to the PPL for business users playing music eg dance classes or keep fit.
  4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
  5. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. An appointed named person must be responsible for the fire safety rules observance and name given to the Booking Clerk.
  6. The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. Please ensure the oven is left clean after use. Please advise of any crockery breakages so replacements can be made. Please advise if any appliances are faulty so they can be withdrawn from use and replaced by the Committee.
  7. The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.
  8. The Hirer shall indemnify the Committee for the cost of any repair for the cost of any damage done to any part of the property, including the cartilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
  9. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking the question of the payment or the repayment of the fee shall be at the discretion of the Committee.
  10. The Hirer shall ensure that the minimum of noise is made on arrival and departure.

11. The Hirer shall ensure that no dogs except guide dogs are brought into the hall, unless specific permission has been granted by the Committee.
12. At the end of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, with **all lights turned off and heating thermostat turned down to 10<sup>0</sup>C. All rubbish must be removed from the premises as there is no Council collection made to the hall. The doors should be properly locked and secured, windows closed**, and unless directed otherwise, any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
13. The Committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government Election or Bye Election, in which case the Hirer shall be entitled to a refund of any deposit and fee already paid.
14. In the Event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
15. The Hirer shall ensure that any activities for Children under eight years of age comply with the provision of The Children Act 1989 and that only fit and proper persons have access to the children. Parties for age range 13 – 25 shall not take place.
16. The Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving seven days notice to the hirer. The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Committee but the Committee shall not be liable to make any further payment to the hirer.
17. **Late Night Hirers to lock gate on leaving and return key by arrangement with booking Clerk**
18. The Hall is a **NON SMOKING BUILDING** (updated March 2019)

# SPORTS FACILITIES

1. Hire of the playing fields and facilities should be booked with the Booking Clerk.
2. For block bookings a quarterly payment is required unless other arrangements have been agreed with Committee.
3. The Hirer is expected to carry insurance cover as necessary for their activities making the relevant certificates available to the Hall Committee if requested.
4. The Hirer shall nominate one representative of the home team to receive the key to the outer door of the changing rooms. This person will be solely responsible for the security of the changing room during the course of the match.
5. Teams are requested to leave the showers and changing rooms in a clean and tidy condition or an extra cost for cleaning will be charged
6. **PLEASE BE AWARE** Sport footwear is NOT to be worn in any part of the hall at any time. No cleaning of boots by kicking the hall walls is permitted and a charge will be made for any damage occurring in this way. Muddy marks from boots in the changing rooms, hall and kitchen, will incur an additional charge to cover our caretakers cleaning time.
7. Hirers will be responsible for :-

Marking out Pitches

Providing nets and goalposts etc

8. Hires are responsible for the removal and storage of any posts, signs, flags, markers and any other equipment.

- 9. All litter must be removed from the field and taken away or a “clean up” charge will be incurred.**

Please note: Keys for the hall to be collected and returned to the Booking Clerk as per agreement with her within 24 hours of leaving the hall/field.

(updated March 2019)

## **Cost of Hall Hire**

### **Village Residents:**

Weekdays before 6 pm £12.50 per hour

Weekdays after 6pm £14.00 per hour

Weekends £17.50 per hour

### **Non Residents:**

Weekdays before 6 pm £14.50 per hour

Weekdays after 6 pm £17.50 per hour

Weekends £23.00 per hour

### **Weddings From £200**

### **New Years Eve £175**

### **Field Hire by separate negotiation with Booking Clerk**

**A deposit of £150 which will be banked and returned after hall has been checked for damage will be required with completed Booking Form.**

Updated March 2019