

# Temple Cloud Village Hall

## TERMS & CONDITIONS OF HIRE

Village Hall Address: Meadway, Temple Cloud, BS39 5BD      Managed by: Temple Cloud with Cameley Parish Council  
Clerk: Jenny Howell      Tel: 07591 257067      Email: [info@templecloud.org.uk](mailto:info@templecloud.org.uk)      Website: [www.templecloud.org.uk](http://www.templecloud.org.uk)

These **Terms and Conditions of Hire** apply to all persons hiring the hall for functions. **It is important you read and fully understand them before signing the booking form.** If you have any questions, please contact the Clerk.

**BOOKING:** Bookings for the hall must be made on the attached booking form. Dates are held for a maximum of 21 days before being released, unless full payment is made to secure. All hirers must be over the age of 18 at the time of booking.

**PAYMENT:** The cost of standard hire is calculated on an hourly basis and will have been explained at the time of booking. The hire fee must be paid at the time of booking. A deposit of £125 must also be paid at the time of booking. This is made up of **£10 key deposit, £15 refuse deposit and £100 damage deposit.** This is refundable as long as the hall is secured at the end of the period of hire, the keys are returned, no refuse is left on site and no damage is incurred. The premises must be left in a clean and tidy condition – all tables must be wiped down and tables and chairs returned to the store room. All electric lights must be turned off.

**KEYS:** Keys must be collected by arrangement, on or before the day of hiring. After securing the premises the key must be returned either the same day or following morning (by prior arrangement). For weekend hire the key must be collected by 12 noon on Friday and returned the following Monday morning.

**USE OF PREMISES:** The Hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-let the premises or allow the premises to be used for any unlawful purpose or way. Nor allow the consumption of alcohol thereon without prior notification at the time of booking. The roller shutter door inside the main Hall must be open when the main Hall is in use.

**SUPERVISION, DAMAGE & DEPOSIT:** The Hirer shall, during the period of hiring, be responsible for the premises and grounds, all contents and the behaviour of all persons using the premises. The Hirer shall notify the Clerk of any damage. If for any reason the deposit does not cover the cost, the Hirer agrees to meet the cost of making good any damage. This includes all damage caused during the period of hire (including accidental damage) to the premises or fixtures, fittings and any loss of contents.

**DECORATIONS/ALTERATIONS:** No alterations may be made to the premises nor may any fixtures be installed. Decorations to the hall are allowed provided they do not materially increase the fire risk, they will not cause damage, and they must be removed at the end of the hire period. The Parish Council have the authority to remove any decorations they deem unsafe.

**HIRE PERIOD:** We would like to remind you that your booked period of time includes all setting up and clearing away. If additional time is required this must be booked and paid for (subject to other events). This also applies to clearing up the following morning after a late night party. All functions must finish and the hall cleared by midnight. Hirers are respectfully asked to leave the Hall and car park quietly.

**ALCOHOL:** **The Hall is NOT licensed for the sale of intoxicating liquors,** so the onus is on the hirer to apply for an occasional licence if required. You will need to contact BANES (Bath and North East Somerset Council: 01225 394041) for details. The Hirer shall ensure that in order to avoid disturbing neighbours and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly persons shall not be permitted on to the premises. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. No illegal drugs may be brought onto the premises.

**GAMING, BETTING & LOTTERIES:** 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.

**CAR PARK:** The large car park is provided free (parking at owner's risk) and Hirers should ensure that it is used properly, as the Policy may have to take action if cars are left on the road. The employment of a parking attendant for large numbers is helpful.

**HEALTH AND HYGIENE:** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene regulations. Please bring your own towels/tea towels if required. Only paper towels are supplied at the Village Hall.

Approved December 2017

Please return by email: [info@templecloud.org.uk](mailto:info@templecloud.org.uk) or by post to: Jenny Howell, Parish Clerk, 50 Brandown Close, Temple Cloud, Bristol, BS39 5EJ

**BOUNCY CASTLES/INFLATABLES:** If hiring a bouncy castle or other inflatable, the Hirer should consider arranging their own public liability insurance as the Village Hall insurance does not cover the hiring and use of these in the Village Hall. **THE HIRER MUST ENSURE THAT A REPRESENTATIVE FROM THE COMPANY STAYS WITH THE EQUIPMENT THROUGHOUT THE HIRE PERIOD. THE VILLAGE HALL CANNOT TAKE RESPONSIBILITY FOR THE HIRE OF BOUNCY CASTLES OR OTHER INFLATABLES.**

**SMOKING:** We would like to remind all Hirers that we operate a strict NO SMOKING policy throughout the premises.

**ANIMALS:** The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed in writing prior to the booking by the Parish Council. **No animals whatsoever are to enter the kitchen and food preparation area.**

**AMPLIFIED MUSIC:** The Hirer shall, if using sound amplification equipment, comply with any other licensing condition for the premises and keep all noise to a minimum. If complaints are received from neighbours, the Police or other officials, we will retain the full deposit.

**ELECTRICAL APPLIANCES & TEMPORARY EQUIPMENT:** Any electrical equipment must meet required standards and used in a safe manner. Flexible cables should be positioned & protected so as not to constitute a tripping hazard. Any temporary equipment brought into the hall by hirers must be certified as safe for purpose.

**FIRE SMOKE MIST FOG MACHINES:** Due to the sensitivity of the fire/smoke alarm these are **NOT** to be used.

**HALL FLOOR:** The hirer should be aware that although the floor is not polished, due to its nature, it can be slippery. Care should be taken not to damage or scratch the floor.

**CANCELLATION BY THE HIRER:** If you cancel your booking, you will be liable for the cancellation charges set out below:

- Cancellations 21-29 business days prior to the booking date: **50% of the Hire Charge held will be refunded**
- Cancellations 20 business days or less prior to the booking date: **No refund is given**
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**CANCELLATION BY THE VILLAGE HALL:** The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- The Parish Council reasonably considering the function will lead to a breach of licensing conditions (if applicable), or other legal or statutory requirements or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- The premises becoming unfit for the use intended by the Hirer (e.g. power cut, etc).
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit/charge already paid, but the Village Hall shall not be liable to the Hirer for any other fees or costs.

**LICENCES:** The hall has a capacity for a maximum of 200 people (100 seated). This number must not be exceeded. The Hirer shall ensure that entertainers hold a Performing Society Rights Licence.

**IMPORTANT:**

- The Parish Council will not accept responsibility or liability in respect of damage, theft or loss of any property, goods, vehicles or other items whatsoever brought into or left in the Hall whether by the Hirer or on his behalf, before, during or following the period of letting.
- The Parish Council reserve the right to refuse any application.
- The Parish Council reserve the right of entry during the period of letting to any officer or representative of the Parish Council and any Police Officer on duty at the time during the hire period.

By signing this form you agree to the **Terms and Conditions** set out above.

**Signed for and on behalf of the Hirer:** ..... (I am over 18 years of age)

**Name in Capitals:** ..... **Date:** .....

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