

Temple Cloud Village Hall

TERMS & CONDITIONS OF REGULAR HIRE

Village Hall Address: Meadway, Temple Cloud, BS39 5BD Managed by: Temple Cloud with Cameley Parish Council
Clerk: Philip Edwards Tel: 07591 257067 Email: info@templecloud.org.uk Website: www.templecloud.org.uk

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

REGULAR BOOKINGS: Regular bookings for the hall must be made on the attached form. All hirers must be over the age of 18 at the time of booking.

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. Nor allow the consumption of alcohol thereon without prior permission. The roller shutter door inside the main Hall must be open when the main Hall is in use.

SUPERVISION, DAMAGE & END OF SESSION: The Hirer shall, during the period of hiring, be responsible for the premises, all contents and the behaviour of all persons using the premises. The Hirer shall notify the hall administrator of 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. 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 must be switched off.

DECORATIONS/ALTERATIONS: No alterations may be made to the premises nor may any fixtures be installed. Decorations to the hall are not permitted.

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. All bookings must finish and the hall cleared by midnight. Hirers are respectfully asked to leave the Hall and car park quietly.

CAR PARK: The car park is provided free (parking at owner's risk) and Hirers should ensure that it is used properly.

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, action may be taken and you may lose your regular booking.

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

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.

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

- Cancellations 30 business days or more prior to the booking date: 75% of the Hire Charge held will be refunded
- 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

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 that the hiring 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).

Approved December 2017, Updated: 29th January 2020

Please return by email: info@templecloud.org.uk or by post to: Philip Edwards, 4 Valley View, Clutton BS39 5SN

- 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.
- Once a year for the Annual Assembly meeting held normally in April.

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.

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 by any officer or representative of the Parish Council and any Police Officer on duty at the time during the hire period.
- All hirings are undertaken at your own risk.
- The hall has a maximum capacity of 200 people (100 seated). This number must not be exceeded.
- All functions must finish and the hall must be cleared by midnight.
- No electronic apparatus is provided.
- Hirers are respectfully asked to leave the hall and car park quietly.
- In the event of a hirer’s event damaging the Village Hall, including fabric, fixtures and fittings on more than one occasion, the matter will be reported to the Parish Council for a decision to be made as to whether to refuse any further applications to hire the Hall by that Hirer, or an associate of that Hirer, for a similar purpose.

I/WE undertake to abide by the terms of this application form and the conditions of letting.

I/We confirm that I have received a copy of the Fire Procedures.

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:**