

Terms and Conditions for Use of North Nibley Village Hall

1. Applications to hire the hall will not be accepted by anyone under the age of 21 years. The named hirer will be expected to remain on the premises for the full duration of the function and ensure full compliance with this agreement. This includes ensuring that no alcohol is obtained or given to anyone under 18, ensuring the hall is used only for lawful purposes and for being responsible for the behaviour and safety of all those attending the function, both inside and in the surrounds of the hall.
2. A booking form must be submitted before a booking is made final. With the exception of regular bookings, payment must be made in advance. For most bookings a deposit will be required. This will be refunded in full, less any charges for damage, breakages, cleaning etc. or failure to comply with any of these terms and conditions. The applicant will also be liable for any excess over and above the deposit amount. These amounts will be at the discretion of the Trustees.
3. We reserve the right to refuse any application, without giving reasons.
4. Users must show consideration for neighbours by keeping noise levels low, especially during late evening and when users leave the hall.
5. **Use of equipment.** The following are included in the hire cost (according to which part of the hall you are paying to hire), but must be cleaned and returned to where they were found after use; adult tables and chairs, tea/coffee mugs, kettle, fridge, urn, hot water and electricity. The kitchen is available for separate hire to cater for 80 people. Please report all breakages or damage. The children's tables and chairs belong to the Pre School, so please ask at the time of booking for permission to use them.
6. Any persons using the premises do so at their own risk. The Village Hall Trustees cannot be held responsible for any personal injury or loss, theft or damage to the property or personal belongings of any person while on the premises, or left on the premises at the end of the hire period.
7. **Alcohol.** If you wish to sell alcohol during your event you must first seek permission from the booking officer (as we are permitted a limited number of licenses a year). If this is granted, it is then your responsibility to obtain A Temporary Event Notice (TEN) from Stroud District Council. (Please note you must apply for this at least 10 working days prior to the event). We will need to see this licence before the event. You must not sell alcohol or make it available to anyone under 18.
8. **No Smoking.** Please note, all areas of the building are designated as 'No Smoking'.
9. **Bouncy Castles.** The Hall insurance does not cover Hirers for bouncy castle use. You must check that your own insurance covers your event. Hirer must ensure the bouncy castle is:
 - a) Supervised by a responsible hirer's employee/person at all times
 - b) Not to be used by children under 2 years old
 - c) Restricted to use by age group (e.g. groups 2 to 5yrs, 6 to 12 yrs and over 12)
 - d) Please note the height of the hall is restricted. The height of the hall is 2.5m so you will need to ensure the inflatable is sufficiently below 2.5m for its safe use.
10. **Parking.** The area outside the hall does not belong to the hall. Please ensure any cars parked in this area and on the surrounding streets are parked with respect to the neighbours' access. There is one disabled parking space, please do not block this space or access to it.

11. Safety.

- a. The applicant is responsible for the health and safety of all in the hall during the term of hire. The applicant must ensure there is an adequate level of stewarding during the event. As a minimum, we would expect three adult stewards over the age of 21 years at any event
- b. The relevant sections of our Health and Safety Policy are attached. Please ensure all responsible adults are familiar with it. The applicant should carry out their own health and safety and fire risk assessment and ensure the stewards are aware of all the safety requirements. The risk assessment should take note of the following
 - i) The location and use of fire equipment. Fire extinguishers are located in the kitchen, by the back emergency exit door and in the meeting room. The applicant shall ensure that they are aware of and understand the instructions for their use. A fire blanket is also in the kitchen. All fire equipment must only be used for their intended purpose.
 - ii) Emergency Exit routes are the front and back door to the hall and must be kept clear and unlocked at all times (pre school groups may use the thumb turn top lock). In the event of an evacuation, people should leave by the emergency exits and assemble at the far end of the green near The Street.
 - iii) The Fire & Rescue Service must be called to any outbreak of fire, however slight, and details should be supplied promptly to the Booking Officer.
 - iv) The applicant is responsible for ensuring any electrical devices brought into the hall are in a clean and safe working order and for ensuring the safety of any inflammable materials brought into the hall. Highly flammable substances must not be brought into or used in any part of the premises.
- c. It is the responsibility of the applicant to ensure that only fit and proper persons have access to **young children and vulnerable persons**, and that such persons should at all times be in attendance upon children in the hall.
- d. A **First Aid kit** is in the kitchen. Please let us know if you need to use any of it. Any accidents must be entered in the accident log book. This log book is kept in the top right hand cupboard opposite the kitchen door.
- e. Users of the kitchen are reminded of their responsibility under all current **Food Safety Legislation and Regulations**.

12. Cleaning and End of Hire

- a. Please treat the hall with respect and care, leaving it as you would wish to find it.
- b. After your event please ensure the floors are swept and all areas are left in a clean and tidy condition. (cleaning equipment is in the kitchen and in the cupboard opposite). Ensure any equipment is returned to where you found it. Toilets must be left clean.
- c. Please don't use blu tack, sellotape, pins or other methods that may damage the paintwork or fabric of the building. Decorations can be attached to the rail which extends around the top of the wall.
- d. Please place all **rubbish** in the bin provided in the kitchen and you must take it away with you at the end of your event. We encourage recycling. Recycling facilities are at Tescos in Cam.

- e. Please ensure that at no time you leave the premises unattended, and at the end of your hire, all doors and windows are left locked and secure, the cooker and all appliances are switched off and the key returned.
13. **Cancellation:** If the applicant wishes to cancel the booking before the date of the event and the trustees are unable to conclude a replacement booking, the Trustees reserve the right to charge the full booking fee. Any deposit will be returned in full.
14. The trustees reserve the right to cancel this hiring by giving notice to the Applicant in the event of
 - a) The premises being required for use as a Polling Station
 - b) The trustees considering that the hiring will lead to a breach of these terms and conditions
 - c) The premises becoming unfit for the use intended by the Applicant.
 - d) In any such case the Applicant will be entitled to a refund of any deposit already paid, but the trustees will not be liable to the Applicant for any resulting or indirect loss or damages whatsoever.

Attachments

1. Health and Safety policy for Hirers
2. Use of Kitchen (if applicable).