

**Terms & Conditions of Hire**  
**Great Waldingfield Village Hall**  
**Booking Secretary - John Evans 07925 461363 vh@greatwaldingfield.uk**

Note: "The premises" where referred to, includes the whole of the building, car park and grassed area, and the whole of the property within the boundary. "VHMC" refers to the Great Waldingfield Village Hall Management Committee.

If further information is required, please contact the bookings secretary as detailed above.

These Terms and Conditions (T&C) should be read in conjunction with information on the booking form.

**Bookings/ Deposits**

1. All bookings must be made on the official form, signed by the hirer, and returned to the booking's secretary. If a deposit is required to secure the booking, we will notify you.
2. The person filling in the form shall be deemed to be the hirer.
3. Bookings will only be accepted from persons of 25 years old (YO) or over.
4. The hirer is liable for any fees and charges resulting in the hire of the hall. The hirer takes full responsibility for any events arising during the period of hire.
5. A security deposit will be required at the same time as payment of the final balance.
6. Sub-letting of bookings is not permitted. Any change of hirer must be agreed by the VHMC.
7. The VHMC reserves the right to refuse any booking.
8. Use of the premises must be as stated on the booking form.
9. Two or more responsible adults over 25 YO must remain on the premises throughout the duration of the hire period.
10. Hirers must not discriminate during the course of the hire on the grounds of race, religion, gender, disability or sexual orientation.

**Hours of hiring**

11. The hiring time stated on the booking form must include the time required to set up and clear away.
12. Any event must end at midnight (unless agreed by VHMC) The premises must be vacated by 12.30am.

**Payment of charges**

13. The scale of charges is revised annually by the VHMC. Any changes apply from 1st April each year. Details of current rates are available on the website or from the bookings secretary. Payment must be made in full before the booking.

**Cancellations**

14. The VHMC reserves the right to cancel any booking without notice on reasonable grounds and refund the amount of fees paid.
15. Bookings cancelled by the hirer are not liable for a refund of fees paid unless in extraordinary circumstances and as decided by VHMC.

**Insurance**

16. Private hirers (one-off bookings) are included in the VHMC Public Liability insurance (PLi) cover. Regular group bookings are required to hold their own PLi to a minimum of £5m. The bookings secretary will require proof that insurance policies are up to date.
17. Any additional insurance costs will need to be paid by the hirer.

### **Limits of accommodation**

18. Due to current guidelines at this time the hirer must agree to have no more than 96 people in the hall during the hire period.
19. At no time must the numbers exceed the maximum stated on the booking form.

### **Restrictions**

20. No alterations or additions may be made to the premises. Pins may be used to attach decorations to the boards around the room. Any decorations, balloons used must be removed by the hirer at the end of the booking.
21. No special preparations, such as those required for dancing, may be applied to the floors.
22. Chewing gum/ bubble gum is not permitted on the premises.
23. Dry ice, smoke or bubble making machines are not permitted as these will activate the fire alarms.
24. The hirer shall not carry out fly posting or any other form of unauthorised advertisement in connection with the hiring.
25. The playing of live or recorded music is not permitted in the grassed area or car park unless permission is granted by the VHMC.
26. The VHMC has decided that the use of a bouncy castle , both inside and outside of the VH, is not permitted.
27. The erection of marquees is not permitted in the grassed area or car park unless prior permission is sought from the VHMC

### **Smoking**

28. Smoking and vaping are not permitted at any time in the hall, car park or grassed area. There is a smoking area with a bin to the rear of the building. Please dispose of any cigarette butts in the bin provided.

### **Fire risk**

29. No activity which constitutes a fire risk is permitted.
30. Hirers must carry out a fire risk assessment in respect of their hire of the premises and work to reduce any potential risks.
31. No candles or naked flames are allowed at any time (except birthday cake candles).
32. Fire equipment must not be tampered with, other than to be used for its proper purpose.
33. All fire exits and escape routes must remain unobstructed and free to access at all times.
34. No additional heating or cooling appliances are permitted.
35. In the event of fire, hirers are responsible for ensuring the safe evacuation of all persons from the building and must call the emergency services. Details of the Emergency Evacuation plan attached.

### **Damage and liability**

36. The hirer shall be responsible for the full cost of making good any damage or loss arising to the premises or contents as a result of the hiring.
37. The hirer is liable for and shall indemnify the VHMC against any loss, damage or injury sustained or incurred by the hirer or any person attending the premises in connection with the hire.
38. Any damage caused must be reported to the Booking Secretary immediately.
39. The hirer shall indemnify the VHMC against all actions, claims and proceedings arising out of or in connection with the hire.

### **Electrical equipment**

40. No alteration or addition may be made to the electrical arrangement on the premises, including the provision of sound and lighting and the use of any portable electrical equipment, without prior permission from the VHMC. Any equipment used must be done so at the risk of the hirer and the VHMC will require a test certificate for any such equipment. All portable electrical appliances should have an in-date PAT test certificate/sticker.

### **Refreshments**

41. Hiring of the hall includes the use of the kitchen and allows the use of the cooker, refrigerator, electric kettle, dishwasher, crockery and cutlery as available. These must be left in a clean condition and placed in their allocated space after use. The provision of any refreshments is the responsibility of the hirer. The hirers shall if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy, vegetables and meat on the premises must be refrigerated and stored in accordance with the food temperature regulations. A temporary event licence must be obtained if food is being sold during the event.
42. Children and young people are to be excluded from the kitchen if there is any risk from boiling water, sharp implements etc.

### **First aid**

43. A first aid box for the use of hirers can be found in the kitchen. Any items used must be reported to the bookings secretary so these can be replaced.
44. A special Covid-19 first aid kit is available. Please follow current guidelines when carrying out any first aid.

### **Furniture/cleaning**

45. The VHMC is not responsible for the setting out or putting away of tables and chairs before or after the event and hires must make their own arrangements for this.
46. No tables and chairs may be moved from the building.
47. All bottles/ cans must be taken away from the premises by the hirer. Any other rubbish must be placed in plastic bags and either taken away or placed in the outside bins provided.
48. At the end of the hire period all tables and chairs and any other equipment used must be replaced in a clean condition in their allocated space and the floors swept.
49. There will be antibacterial cleaning spray available to be used on tables and surfaces. This can be used by the hirer to help protect the users of the hall.
50. All parts of the hall and outside areas shall be left in a clean and tidy condition.
51. Any additional costs incurred by the VHMC in respect of extra cleaning required will be deducted from the security deposit or charged to the hirer.

### **Security**

52. The hirer is responsible for ensuring the building is left in a safe and secure condition at the conclusion of the hire period. Hirers shall not leave the building open and unattended during the period of hire.

### **Disorders/dangers**

53. The hirer shall not allow any unseemly, disorderly or improper conduct, or conduct which may endanger persons or property during the hire period.
54. The hirer shall ensure that adequate supervision by the responsible person is maintained on the premises throughout the hire period. Noise output must not exceed 105 decibels.
55. The hirer shall ensure that use of the premises shall not cause a nuisance or annoyance to local residents and shall do their best to prevent noise or disturbance during the hire period and afterwards when people leave the hall. The car park must be vacated within 30 minutes after the hire period.
56. The hirer shall take every care to ensure that no undesirable person is permitted to enter the hall during the hire period.

### **Sale and consumption of alcohol**

57. Intoxicating alcohol shall not be sold without the hirer obtaining the necessary licence. If alcohol is to be consumed on the premises without this, it will need to be mentioned on the booking form.

### **Drunk and disorderly behaviour and supply of illegal drugs**

58. The hirer shall ensure that in order to avoid disturbing residents near the hall that care should be taken to avoid excessive alcohol consumption. Drunk and disorderly behaviour is not permitted on the premises or in the immediate vicinity.
59. It is the hirers responsibility to ensure that no alcohol is served to anyone under the age of 18 YO.
60. Any person who is acting in an inappropriate way shall be asked to leave the premises
61. No illegal drugs or substances may be brought onto the premises.

### **Risk assessments**

62. Hirers are responsible for assessing any risks which may arise in relation to their hiring and to take steps to eliminate risks.
63. Intentionally blank.

### **Compliance with the Children Act 1989**

64. The hirers shall ensure that any activities for children under eight years of age complies with the Children's Act of 1989 or any subsequent current legislation. It must ensure that only fit and proper persons who have a current, valid DBS check may work with children. This will also apply to any individual working with vulnerable adults so the hirer must ensure that each individual has a DBS check and clear safeguarding procedures depending on who they are working with.

### **Internet**

65. Hirers should ensure that a responsible person on the premises has a working phone for use in emergencies.
66. The WIFI code for use on the premises will be sent to you by the booking's secretary should this be required.

### **Car parking**

67. There are limited spaces to the front of the hall. All vehicles are left entirely at the owner's risk and the VHMC accepts no liability for any loss or damage caused during the hire period. Exits and carriageways must be left unobstructed at all times.

### **Licences**

68. The hirer shall not infringe any subsisting copyright and indemnifies the VHMC against all sums of money which the VHMC may have to pay by reason of an infringement of copyright or performing right occurring during the hire period.

69. The hirer is responsible for obtaining any necessary licences in connection with the hire and indemnifies the VHMC against any charge which may be made against it in respect of any lack of licence or infringement of conditions. Copies of licences must be provided.

### **Statutory requirements**

70. The hirer is required to comply with any statutory requirements and any conditions or regulations made by other bodies. e.g. local authority, fire authority etc arising from the hire and use of the premises.
71. The hirer shall ensure that nothing is done on or relation to the premises in contravention of the law on gaming, betting and lotteries.

### **Complaints**

72. Any complaints arising from a booking should be made via email to the Booking Secretary within 24hrs of hire.

### **Conditions and entry of officials**

73. All hirers are required to comply with the conditions of hire and any deviation from them will entitle the VHMC to exclude the hirer and other connected persons from the premises. Hirers will still be liable for payment should this arise.
74. The VHMC reserves the right to amend or vary the booking at any time during the hire period.
75. The VHMC retains its right of entry to the premises at any time during the hire period.

### **No rights**

76. These T&C of hire constitute permission only to use the premises and confer no tenancy or other right of occupation to the hirer.

### **Amendments**

<b>Version</b>	<b>Date</b>	<b>Who</b>	<b>Summary</b>
V1.2	28/11/25	GB & MF	Paras 28, 31, 38, 41, 45, 49,57, 63, 64, 72. References to Covid 19 and Pandemic

**End**