

Brookthorpe Village Hall (Registered Charity Number 301479)

Terms & Conditions of Hire

As the Hall is wholly owned by the Parish, priority of hire is first given to those individuals and organisations residing within the Parish (internal). Hiring to other individuals and organisations residing outside of the Parish Boundary (external) is welcomed subject to the following. On very rare occasions a regular (external) booking may have to be cancelled in favour of a priority booking but where this occurs alternative dates and times will be offered wherever possible.

1. Length of Event

The Village Hall can be hired out for the following lengths of time:

Minimum Hire time of 2 Hours (to include Set up and Clear up time). Shorter Hire times are possible but at the special discretion of the Committee only.

Day Event: 10am to 5pm

Evening Event: 6pm until 11pm (Music to be turned off by 10.30pm)

2. Charges & Deposit

Once Hiring Agreement has been returned, a full payment must be made at least 10 days before the event – this must include both the charges below and deposit. An invoice will be emailed. Bookings are secured on payment of Charges and Deposit.

Charges – Applicable from 1st May 2022 (please allow time for set up and clear up)

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| a. Hourly Charge (this includes any setting-up or clearing-up time): | |
| i. Residents of Brookthorpe & Whaddon | £11.50 |
| ii. Voluntary Organisations / Local Businesses | £14.00 |
| iii. Private Individuals / Businesses | £17.00 |
| b. Hire of Kitchen | £25.00 |

All charges will be reviewed annually.

Deposit

Half Day or Less Event: £50

Full Day Event: £200

Evening Event: £250

Deposit will be refunded within 28 days of hire provided there has been no breach to the conditions of hire. Any breach will result in all or part of the deposit retained.

Should anyone wish to hire **the grounds only** (with no access to the hall), the hourly rate will be £5.00. There is an electricity point situated outside.

3. Entry

On the day of the booking, the hall will be opened by the secretary or another committee member; there will also be someone present to lock up afterwards and check the condition of the hall and equipment.

4. Conditions of Hire

The responsibility for the premises during the hiring rests with the person who made the original booking. The hirer must not be under the age of 18 and must ensure that the following conditions are always complied with.

Use of Premises

- Not to be used (including the car park) for any purpose other than that described in the Hiring Agreement.
- There will be no sub-hiring.
- Not to be used for any unlawful or unsuitable purpose
- Does not endanger or render the insurance policies invalid.

Health & Safety

- Ensure that all EXIT doors are not obstructed.
- During Winter, when there is a possibility of snow and ice freezing and obstructing the outward opening FINAL EXIT doors, ensure that doors will open by keeping area behind the doors clear.
- No Smoking is permitted within the premises.
- Smokers who smoke external to the premises must extinguish the cigarette and dispose of cigarette 'butts' safely, these 'butts' must also be cleared and removed from the grounds.
- There must be no naked flames or candles used in the Premises. (The only exception is candles on a Birthday Cake).
- No Barbecues are to be used in the grounds, without prior agreement with the Village Hall Committee.
- No indoor Fireworks or any Theatrical Pyrotechnics are permitted.

- There must be no use of Fireworks in the Village Hall grounds.
- Children or Adults must not climb any trees within the Village Hall grounds.
- Hirers should make themselves aware of the location of Fire Fighting Equipment.
- Hirers should make themselves aware of where the nominated Assembly Point in case of an emergency – details are by the First Aid Box in the kitchen.
- There is a First Aid Box located in the Kitchen. (Please notify if any items are used and record any accident in the Logbook kept in the Kitchen).

Hall Equipment & Contents

- Electric storage heaters are situated in the toilet area – we ask that the controls to these are not changed or interfered with in any way.
- All chairs & tables must be returned to their original position after use. It is essential that the floors are swept and surfaces cleaned before the building is vacated. With the hall in constant use there is often insufficient time for the hall to be cleaned between events.
- The piano has been donated to the hall by one of the parishioners. It would be appreciated if it were not abused and items of food and drink particularly not placed on it. It is normally kept locked so should it be required for any event, then this should be indicated when hiring the hall.
- Other equipment in the hall should not be used or tampered with unless its use has been negotiated with the committee.

Leaving the Building

- On leaving the building it is essential that a thorough check is carried out to ensure that all external doors are shut securely and that all electricity is switched off except for the security light which should be left switched on. Checks should also be made in the kitchen and toilet areas to ensure that taps are not left running.
- Should the building not be secured and damage or loss occur to the building and/or contents then the hirer would be held responsible and the Committee reserves the right to withhold part or all the Returnable Deposit.

Noise

- We ask that excessively loud music is not played – this in due consideration to people living nearby: also, please note that excessive noise or unacceptable behaviour in the hall grounds resulting in complaints from neighbours will not be tolerated and may lead to the withholding of some or all the deposit.

Drunk & Disorderly Behaviour

- This will not be tolerated on the premises or in the vicinity. Anyone suspected of being drunk, under the influence of drugs or behaving violently or anti socially will be asked to leave immediately. It is the hirer's responsibility.

Neighbours

- We would ask that due consideration be given to those living nearby during the booking and particularly when leaving the premises.

Hall Capacity

- The maximum number of persons allowed in the hall is 60.

Faults or Damages

- Any faults or damages must be reported to the secretary as soon as possible so that they can be rectified promptly.

Bouncy Castle

- If a bouncy castle is hired, please note that it will not be covered under the Village Hall insurance and so separate arrangements should be made. Bouncy Castles cannot be erected in the hall and so can only be used outside.

Rubbish

- All rubbish must be taken home.

Kitchen

- If using the kitchen, hirers are requested to bring their own tea towels.

Car Parking

- We ask that cars are parked on the asphalted area and not on the grass. Additional parking for up to 15 cars available at St Swithuns Church.

SMOKING – VAPING - DOGS

Not allowed in or around the Hall grounds

Electrical Appliances

- Anything bought in by the hirer must be safe, in good working order and used in a safe manner.

Decorations

- Please remove all decorations after the event.
- No internal decorations must be put up near light fittings/heaters.
- No helium balloons are permitted.
- Do not remove any pictures/decorations that are permanently in the hall.

Animals

- No animals to enter the kitchen at any time.
- Only animals allowed into the hall as agreed by the committee on event of hiring.

Cancellation

- If you wish to cancel **10 days or less prior to the Hire/Event**, the question of repayment or cancellation of fee(s) is at the discretion of the committee.
- Committee can cancel – by written notice in the event of: Polling station, committee considers the event may lead to a breach of licensing conditions or other legal/statutory requirements or premises are unfit for use – in these cases the hirer will be entitled to a full refund.

Security

- Please note the building is fitted with a CCTV monitoring system.

Key Holders

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