

# TONGHAM VILLAGE HALL HIRE TERMS & CONDITIONS



We ask that you read and understand these Notices, Terms and Conditions of hire before making your booking.

## Health & Safety Notices

- The number of persons in the hall at any time must not exceed one hundred.
- There is no telephone in the Village Hall and hirers are strongly advised to have a mobile telephone available for emergency use.
- All electrical equipment brought into the premises by the hirer must have the minimum recommended electronic testing (i.e. PAT tested) and must be inspected before use.
- **The Hirer must nominate a competent person to take charge in case of Fire. That person must make him / herself familiar with the Village Hall's Fire and Evacuation Procedure, ensure that it is followed in the event of a fire or other emergency and that all persons at the Hall can escape unimpeded through the Fire Exits to assemble in the designated assembly area. Improper operation of the Fire Alarm or extinguishers will result in the automatic loss of the deposit. Fire Doors MUST remain unobstructed during a let. Smoke and or dry ice machines are not permitted in the hall.**
- Copies of the Fire and Evacuation Procedure are displayed by the front entrance door.
- First Aid Equipment is provided in the kitchen area. Any accidents must be reported using the Accident Report Forms that are attached to the First Aid Box in the kitchen. Completed forms should be handed to the Secretary or a member of the Management Committee.
- Children must be supervised at all times and are not permitted in the kitchen area.

## Terms & Conditions

1. Cost of letting is reviewed annually and prices charged will be those in force at the time of the let regardless of when the booking was made. However, at the discretion of the Committee, pre-payment of bookings will secure the rate in force at the time of booking.
2. Bookings are secured by payment of a deposit for each let. Deposits will be banked no earlier than 14 days prior to the let. Deposits are refundable on satisfactory inspection of cleanliness of the Hall and contents. **At the Secretary's discretion, the deposit may be doubled for certain events.**
3. Full payment for the Hire must be made 14 days before the event or the booking will be cancelled. Short Notice bookings less than 14 days before the event will require full payment at the time of booking. **Cancellation by the Hirer within 14 days of the event will incur a charge of 50% of the deposit.**
4. The Hirer is responsible for any damage or loss to the Hall during the hire period, and for the Hall being left in a reasonably clean condition. If the Hall is left in an unsatisfactory state, or if there is loss or damage, the hirer shall indemnify Tongham Village Hall for the cost of repair of any damage done to the building or its contents as a result of the booking. The Hirer shall forfeit the booking deposit and in extreme cases any additional costs for cleaning, repairs, loss or replacement may be levied on the Hirer.
5. Payment for each let must be made at least 14 days prior to the let taking place. Following payment, keys will be available on the day of the let.

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6. Bookings do not include the use of the kitchen and its contents. A separate charge will be made for its use. All areas must be left clean and floors to all areas must be swept and tidied after use. Toilets and sinks must be left clean and tidy as found.
7. Tables, having been wiped over, must be returned to the left hand side changing room and chairs in stacks along the hall walls in the corners furthest from the stage. Rubbish must be bagged and placed in the wheelie bin behind the side gate. Broken glass must be wrapped before disposal. No liquids to be emptied in the bin.
8. Any equipment used must be returned to its proper storage space after use.
9. **Consumption of Alcohol.** It is the responsibility of the Hirer to have the necessary licence for the sale of alcohol in Tongham Village Hall. This will normally be obtained by the Bar licensee. A copy of the licence must be given to the Letting Secretary before the keys are handed over. **Strictly no licence, no let.**
10. Please ensure that all heaters and lights, including the outside floodlight over the main entrance, are switched off, and all doors and windows are securely closed when you lock up the Hall. Close and lock the gate on completion of the let and return keys to key holder.
11. Out of respect for those who live in the proximity of the Hall, please be as quiet as possible when leaving the Hall, especially if it is late at night and please minimise any noise during use.
12. The hirer is responsible for any insurance cover his or her function or activity may require. (Tongham Village Hall is insured against any claims arising from its own negligence.)
13. The hirer must ensure that all regulations laid down by the Licensing Authority, Fire Authority and Tongham Village Hall are obeyed.
14. The hirer must not sub-let or use the premises for any unlawful purpose nor endanger the premises or its users.
15. The Management Committee endeavour to provide a Hall that is clean and tidy for all users and at as reasonable a cost that we can. In order to do this, the Terms & Conditions set out above must be adhered to by all who use the Hall. Any Hirer who does not abide by them will incur, by way of the loss of all or part of their deposit, extra charges for cleaning or tidying of the Hall.
16. The Management Committee reserve the right to change these Terms & Conditions at any time at their discretion.
17. The Management Committee reserves the right to refuse entry to any person.

We thank you for your co-operation and hope that you enjoy the use of our Village Hall. If you have, please tell others; if you have not, please [tell us](#).

Tongham Village Hall is managed by a Charitable Trust and funded by income from lets, local fund raising and grants from Big Lottery Fund and other sources. We would welcome any thoughts you may have on how we may be able to improve our service or facilities. Donations welcome.