

Terms & Conditions of Hire

Hough, Basford and Chorlton Village Hall (“the Hall” or “Hall”)

By proceeding with a booking, you are deemed to have accepted the following conditions.

The **Hirer** is the person named in the booking confirmation and must be over 18 years old.

1. Hirer Responsibilities

The Hirer must: -

- Read and understand these hire conditions.
 - Be present (or appoint a representative to be present) throughout the hire, ensuring supervision, safety and good conduct of everyone using the hall.
 - Take care of the premises, fabric and contents. Any spillages must be cleaned up immediately to prevent floor damage.
 - Ensure that devices with open flames (e.g. candles, tea lights) are not used on the premises.
 - Bring only safe, working electrical equipment to the hall and use it safely.
 - Ensure that nothing is attached to the walls or fixtures without written approval. No Blu-tack, drawing pins, adhesive tape or similar may be used. No alterations or additions may be made to the premises. All furniture and equipment belonging to the hall must remain on the premises and be returned to their original position after use.
 - Report any equipment failure or damage to the booking contact as soon as possible.
 - Respect neighbours by keeping noise levels low. Doors and windows should ideally be kept closed during any amplified music or sound to minimise disturbance. Volume must be reduced after 10pm and any amplified sound must be switched off by 11pm.
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2. Fire, Health & Safety

While the Hall meets all safety requirements, you are responsible for everyone’s safety during your hire. The Hirer must: -

- Familiarise themselves with the operation of the fire alarm and exit doors.
 - Keep all fire exits and routes clear. We recommend that fire doors are left unlocked, but Hirers must conduct their own safety assessment. No cars should block the emergency exit.
 - In case of fire, call the Fire Brigade immediately and inform the booking contact.
 - Before or during your hire, point out the fire exits, and evacuation point on the Green opposite the hall; care should be taken when crossing Cobbs Lane.
 - Complete a risk assessment for their activities and put suitable safety measures in place.
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3. Lawful use of premises

The Hirer must **NOT**: -

- Sub-let or use the premises for any purpose not stated in the Booking Confirmation.
- Use the premises for any unlawful purpose.
- Do anything that endangers the premises or invalidates the hall’s insurance.
- Allow smoking or vaping inside the Hall or near entrances. An ash tray is provided outside in the car park; smoking must be limited to this area only. No cigarette ends, or waste should be left on the ground around the Hall or car park.
- Allow alcohol to be served to any person under the age of 18.

If the event includes regulated entertainment or activities that require specific permissions (such as the public performance of music, dancing or fundraising under a charity collection licence), it is the Hirer’s responsibility to obtain the relevant authorisation and provide proof to the Hall Management on request. **Note:** The Hall is not licensed for the sale of alcohol.

4. Compliance with legislation relating to children or vulnerable adults

For any event involving children or vulnerable adults (except private family parties), the Hirer must have a safeguarding policy and ensure those working with young people or vulnerable adults hold correct certification. The Hirer shall ensure activities at the premises comply with current legislation and that only fit and proper persons have access to children or vulnerable adults. **Child Protection and safeguarding policies are the responsibility of the Hirer.**

5. Payments for single bookings

An invoice is issued when you confirm the booking. Payment by bank transfer is due 4 weeks before the event. The date may be released if payment is not received by the due date. All bank transfers should use the invoice number as a reference.

6. Deposits

An additional deposit of £100 will be required for the following: -

- Bookings of more than one day in duration.
- All adult evening parties.

If the hall is left untidy, damaged or noise complaints are received, part or all of the deposit may be kept, at the Hall Management's discretion. Any deposit paid will be refunded if the booking is cancelled, subject to our Cancellation Policy. Any bank details provided will be used only for the purpose of deposit return and will not be stored.

7. Cancellation Policy

Cancellation by the Hirer

If you cancel, the Hall Management may retain part or all payments as follows:

- No charge if cancelled 4 weeks or more before the event.
- 50% retained for cancellations within 4 weeks of the event.
- 100% retained for cancellations 1 week or less before the event.

Cancellation by the Hall Management

The Hall Management may cancel by written notice in cases of national emergency, force majeure, if the hall is needed as a polling station, or if the hall is deemed unfit or unsafe. Additionally, the Hall Management may cancel if they reasonably believe the event could breach licensing, legal obligations, or involve unlawful or unsuitable activity. In all cases, fees or deposits paid will be refunded. The Hall Management is not liable for any resulting loss or damages whatsoever.

8. End of Hire

- Please leave the Hall clean and tidy. Sweep floors if needed and place rubbish in bin bags in the outside blue bin at the back of the hall. Check the toilets are left in good order.
 - Return all tables, chairs and equipment to their correct storage positions.
 - Please close all the windows, switch the lights off. If provided with a key, please lock all doors and gates, otherwise, a member of Hall Management will lock the doors and gates.
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9. Stored equipment

The Hall Management accepts no responsibility for any stored equipment or left property; all liability for loss or damage is hereby excluded. Please remove all belongings at the end of the hire, unless prior agreement is made. Anything left behind may be disposed of.

10. Indemnity, Liability and Damage

The Hirer must indemnify and keep indemnified Hough, Basford and Chorlton Village Hall, its trustees, employees, volunteers and representatives against:

- Costs of repairing any damage to the Hall or contents.
 - Any claims or costs resulting from a breach of these conditions.
 - Any claim for loss, injury or damage arising from the use of the Hall or its grounds by the Hirer or attendees, including negligence.
 - As directed by the Hall Management, the Hirer shall make good or pay for all proven damage (including accidental damage) to the premises, fixtures, fittings, contents, and for loss of contents.
 - The Hall Management, its trustees, employees, and volunteers shall not be liable for any loss, damage, or injury to any person or property during the period of hire, nor for any indirect or consequential losses.
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11. Insurance

The Hirer must ensure that any third party (e.g. caterers or equipment providers) holds suitable insurance, including public liability, and shall provide proof of such insurance on request. If the Hirer operates as a business, they must hold suitable insurance to cover their activities on the premises.

12. Rights of the Hall Management

- The Hall Management may enter the Hall during the hire to ensure these conditions are met and may end an event immediately if it appears that there is a breach of this agreement, without incurring any liability to the Hirer.
 - In the event of a function ceasing earlier than the period of hire, the Hirer will not be entitled to a refund of the Booking Fee.
 - The Hall Management or any individual member of the Hall Management Committee shall not be responsible for any loss or damage to any persons or property during the hire.
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13. Car Parking

Car park users do so at their own risk. The Hall Management is not responsible for loss, damage or injury in the car park.

14. Bookings which may be refused

The Hall Management may refuse any booking for any reason, including concern over potential noise or disturbance to neighbours.

15. No Rights

This agreement gives permission to use the Hall but does not create a tenancy or right of occupation.

16. Emergency Contact

Your booking confirmation will include a contact number for the duty key holder or Hall representative for use in case of emergency.