

TWYNING VILLAGE HALL

Fleet Road, Twyning, Tewkesbury, Glos, GL20 6DG



Conditions of Hire for Regular Users

Terms ‘We/Us’ means the Management Committee of Twyning Village Hall; (“VHMC”)
 ‘You’ means the person/organisation who is hiring the Village Hall and entering into a contract with Us when you sign the booking form
 ‘Regular’ means minimum of 9 sessions per year that have been paid for.

Charges – Existing Regular Users pay an hourly rate of £8 per hour (as of Sept 2012/reviewed Oct 2016). To secure the concessionary rate, new users who may become Regular Users will be charged £10 per hour for the first 9 sessions (weekly/monthly), payable in advance. Thereafter, subsequent bookings will be at £8 per hour. Minimum hire is 1 hour. The VHMC agree to a maximum 15 minutes set up/clearance period in addition to the time booked. This is strictly for setting up and putting away equipment.

Contract – as a Regular User you are entering into a contract and agree to pay for a minimum of 9 sessions to gain the concessionary rate.

Other requirements not included in these Terms and Conditions must be agreed by the VHMC.

Additional bookings for events such as fundraising events ‘Private Hirers Terms and Conditions’ will apply unless otherwise agreed by the VHMC and a deposit will be required.

Payment for Hall Hire – Payment in full must be made within 14 days of receipt of Invoice. The booking clerk must be made aware of any changes to the person responsible for payments.

Cancellation - If you do not wish to use the hall on an occasion as shown on your contract you must notify the Booking Clerk giving at least 4 week’s notice. Failing to do so may incur the normal rental charge.

Late cancellations where the hall may have been rebooked will incur a charge.

Cancellation charges will be applied as per the Pricing Structure for additional events which are cancelled where the hall may have been rebooked and revenue lost.

Facilities - You may use all the facilities of the Hall including the kitchen. (not the dishwasher unless prior Instruction given) dishcloths, washing up liquid and tea towels are not provided. Efficient hand driers are installed in the toilets; hirers should provide own towels if required.

You must ensure that there are no more than 100 people in the hall for seated entertainment or receptions, and no more than 80 people for dances.

Supervision – You are responsible for the safety and welfare of children and young people under 18 years of age at the hall and You should determine your own adult to child ratios with this in mind.

Licences – You are responsible for observing all regulations appertaining to the premises stipulated by the Fire Authority, the Local Licensing Authority (Tewkesbury Borough Council), Health & Safety Executive or other statutory legal body. You are responsible for obtaining any special licences that may be needed and adhering to them. You shall indemnify the Committee for any costs arising from any breach of the above. Permission must be obtained from Us to sell tickets on the door for any event.

The Consumption of Alcohol - The Alcohol Policy and applicable charges will be applied at Events where Alcohol is to be consumed, unless otherwise agreed by the VHMC.

Period of responsibility – You are responsible for the Hall during the period of occupancy. As a nominated key holder you must ensure that the building is locked on departure. (refer to the Key Holders agreement and notices relating to ‘Entrance’ and ‘Exit’ procedures).

Hirings after dusk – Sensors operate lighting in the entrance hall. The lighting switch board is located to the left of the door leading to the kitchen corridor.

Parking – Additional parking can be found opposite the Village Inn. We cannot accept responsibility for loss or damage of property or vehicles in the parking area around the village hall.

On entering the Hall - Please observe the 'Entrance Procedure' posted on the front door before entering the building.

Setting out the Hall – You may not use sellotape, blue tack or similar, nor drawing pins to stick posters or any form of decoration to any surface. If We have to remove any material and or repair damage, there will be a charge.

Before leaving the Hall – You are responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured. You must return any equipment You have used to its proper place. In particular: tables – returned to the store room; chairs - stacked safely to the rear of the stage. All equipment belonging to Regular Users must be stored appropriately and not left out. The VHMC may remove such equipment as deemed necessary.

We shall charge you for any extra or excessive cleaning which We have to pay for. Floors must be swept; toilets and kitchen – left clean; dustbin bags – taken outside and placed in the green 'wheelie bins', recyclable materials placed in the blue wheelie bin. If full, any excessive rubbish must be taken away.

NOTE: Excessive rubbish left at the Hall –

We will charge you the full **commercial** costs of the removal, plus a charge for the time expended in arranging this.

On leaving the Hall – Please observe the 'Exit Procedure' posted on the Village Hall Management Committee Notice Board located near the front door.

If You wish to clear up the morning after your function, You must book an access period for which You will be charged. Although usually available on Saturday and Sunday mornings access time cannot be guaranteed. If you over-run Your booking period and the cleaner attempts to start work and is unable to do so, We may charge you for the inconvenience to the cleaner.

Your liabilities

1. During the period of hiring, You are responsible for:

- a. Supervision of the premises, the fabric and the contents, their care, safety from damage (however slight) or change of any sort. We shall charge you for the cost of any repairs.
- b. Reading and complying with all equipment guidance notices in the Hall.
- c. The behaviour of all persons using the premises, whatever their capacity.
- d. Proper supervision of car parking arrangements so as to avoid obstruction of the highway.
- e. The appointment of at least one **FIRE WARDEN** designated as responsible for the evacuation of any persons with special needs occupying the building. The Fire Warden(s) should familiarise themselves with the fire evacuation plan which is affixed to the VHMC notice board in the Entrance Lobby. The Fire Warden(s) must be named on the returned booking form. Organisations using the hall regularly must ensure 'fire drills' are carried out. All fire exits should be kept clear at all times of any obstructions. Organisations must ensure 'fire drills' are carried out on a regular basis, a record of such must be recorded in the '**Fire Book**' which is located in the kitchen by the **First Aid Box**.
- f. **Any** Accident, Illness or Injury occurring whilst on the premises, **must** be recorded in the **First Aid Record Book** which is located in the kitchen near the First Aid Box and the report form detached and handed or posted to the Chairman of the Village Hall for filing/further action as required.
- g. You are responsible for the safety of any electrical equipment you bring on to the premises and for ensuring that it is used in a safe manner. Such electrical equipment should comply with the Electricity at Work regulations and the Health and Safety at Work Act.
- h. You should be aware that there is an Electrical Distribution Board in the committee room to the right of the stage door and a second Board above the entrance door in the kitchen corridor. In the event of a black out or power failure to an appliance, please check both Boards for 'tripping' and switch faulty 'trip' back to the 'on' position. Telephone Numbers are displayed in the Entrance Hall should someone need to be contacted.
- i. Any spillages made must be cleaned up immediately to avoid slips; a bucket and mop are provided for this purpose.
- j. HSE guidance on the safe use of stepladders is affixed to the VHMC notice board in the entrance hall. You are responsible for using stepladders safely. Anyone working at height must be accompanied by someone who can raise the alarm if there is a fall.

- k. You are responsible for stacking tables and chairs carefully so they do not collapse.
 - l. You must ensure the Gates are closed on leaving the site.
- 2. You may not:**
- a. Sublet the premises or any part thereof.
 - b. Use the premises for any unlawful purpose or in any unlawful way.
 - c. Do anything or bring onto the premises anything which may endanger people or property or negate any insurance policies in respect of the aforementioned.
 - d. Allow consumption of alcoholic liquor without prior consent from the VHMC or a bar booking.
(Refer to Alcohol Policy)
- 3. You shall indemnify** the Committee for the cost of repair of any damage done to any part of the property including the outbuildings, outdoor area, or the contents of the buildings that may occur during the period of hiring or as a result of the hiring.

Our disclaimers

1. We accept no responsibility for the loss of or damage to hirer's or hirer's guests' property, vehicles in the car park or their contents.
2. If the Hall, or any part of it, is rendered unfit for the use for which You have hired it, we shall not be liable for any resulting loss or damage whatsoever.

Smoking

The hall is a Non-Smoking environment.

WI-FI

Welcome to our open Wi-Fi network.

You will find the Wi-Fi password inside a wall mounted box near the kitchen door.

As you surf the Wide World of the Web, please remember:

- Wireless connections are not secure. Users should exercise caution in transmitting personal information.
- Use of the wireless access is entirely at the risk of the users. The Village Hall is not responsible for any information that is compromised, or for any damage caused to hardware or software.
- The name of the signatory of this hiring agreement will be transferred to the authorities in case of illegal live streams, downloads or uploads happening during the booking.

Data Protection

Twynning village hall controls the ways and the purposes for which Your personal data is processed by Us and is the "controller" for the purposes of the data protection laws that apply to Us: General Data Protection Regulation (GDPR).

We process Your personal data in accordance with our Privacy Policy. For more information on the personal data that we collect about You, how we protect it, how and why we process it, who we disclose it to and what your data protection rights are, please contact our data protection officer, via the Village Hall Committee.

TWYNING VILLAGE HALL BOOKING FORM

PLEASE COMPLETE THE DETAILS, SIGN AND RETURN TO THE BOOKING CLERK: Mrs Jan Houlan

Please return by:

Organisation & Purpose for which the hall to be used:											
Details of required Use of Hall: Please tick months/days required. Please include any further information/requirements in the Additional Information Box below.											
Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Term Time Only: Please notify Booking clerk of term end dates.				
Time required:											
From:		To:		Total time:		(excluding permitted set up/clearance time)					
Additional Information:											
Name & Address of person responsible for Hire of Hall:											
Telephone number:						Email Address:					
Name & Contact Details of person responsible for receiving & payment of Invoices (if different from above)											
Telephone number:						Email Address:					
Name & Contact Details of person responsible for Key (if different from above)											
Telephone number:						Email Address:					
As per conditions of hire we require named fire wardens one of which must be an Evacuation Fire Warden.											
1. Fire evacuation warden:											
2.											
3.											
As a regular user group, we will ensure that during the use of the hall there is someone on the premises who:											
Is aware of Emergency & Fire Evacuation procedures and have a named Fire Evacuation Warden at sessions.											
Knows the whereabouts of the fire extinguishers and the fire alarm.											
Will ensure that the fire exits remain clear during the use of the hall.											
Will check the correct operation of the fire exits prior to the commencement of your event.											
As the hiring organisation we have read and agree to the Conditions of Hire, Alcohol Policy and Emergency Evacuation Plan.											
Signed:						Print name:					
Date:											

This Agreement of Hire will be reviewed and renewed annually as of the date above.