

TWYNING VILLAGE HALL

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



PRIVATE HIRE TERMS & CONDITIONS

Terms:

‘We’ means the Management Committee of Twyning Village Hall;
‘You’ means the person who is hiring the Village Hall and entering into a contract with Us when you sign the booking form.

Charges – Per Hour

Parishioners	£10.00
Non parishioners	£15.00
Businesses	£15.00
Conferences	£25.00

Deposit

A returnable deposit of £50.00 is payable on confirmation of the booking by the Booking Clerk.
The deposit is £100 if the booking includes a bar.

Payment for Hall Hire

The hourly charge together with the deposit must be paid in advance and within 14 days of receipt of Booking Confirmation/Contract.

Cancellation.

The cancellation of a booking within 14 days or the due date will incur an administrative charge of £20.

Contract

You are entering into a contract and agree to pay the appropriate hourly rate
Other requirements not included in these Terms and Conditions must be agreed by the VHMC.

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.

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 applies to all functions where a private arrangement has been made for the provision of a bar.

Period of responsibility

You are responsible for the Hall for the duration of the hire agreement. The combination of the key safe, located to the right of the entrance, will be provided by the Booking Clerk/Chairman a day in advance. Procedure for opening and closing the key safe are on the wall alongside the safe.

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 .

Setting out the Hall

You may not use sellotape 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. You must ensure that the integrity of the hall wooden floor surface is not degraded by the dragging of stacked chairs and the setting up and taking down of tables. A wheeled carrier is available for the movement of chairs

Before leaving the Hall

You are responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured. We may charge you for any extra or excessive cleaning which We have to pay for. 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; floors – 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 – (One-day sales events in particular). 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 ‘Locking Procedure’ posted on the entrance 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 notice board in the Entrance Lobby. The Fire Warden(s) must be named on the returned booking form. All fire exits should be kept clear at all times of any obstructions. Please notify your guests of the location of the exits prior to the commencement of the event.
- f. 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.

- g. You should be aware that there is an Electrical Distribution Board to the left of the stage door in the committee room (entrance to this room to the left of the stage) and a second Board above the door inside 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.
- h. Any spillages made must be cleaned up immediately to avoid slips; a bucket and mop are provided for this purpose.
- i. HSE guidance on the safe use of stepladders is affixed to the 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.
- j. You are responsible for stacking tables and chairs carefully so they do not collapse.

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 specific written permission or a bar booking.

3. You shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage, 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.

WIFI

Welcome to our open Wi-Fi network.

You will find the WIFI 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.