BELSTEAD VILLAGE HALL TERMS AND CONDITIONS OF USE

A copy of these terms and conditions of use will be supplied to the hirer at the time of the booking. They are also available of the hall's website. If the hirer is in any doubt as to the meaning of any of these terms and conditions, please make contact with the hall agent who will be happy to answer any questions you have.

1. The hirer agrees to be responsible for the observation and performance of all the provisions and stipulations referred to in these terms and conditions of use.
2. The hall is available at the discretion of the booking agent and the management committee.
3. Our licence conditions do not allow the hire of the hall on good Friday, Christmas day or easter Sunday.
4. Misrepresentation of any of the details on the hire agreement will make the booking null and void and third-party bookings are not accepted.
5. The keys to the hall will be given and left with the hirer for the period of the hire at the discretion of the booking agent. The hirer is responsible for returning the keys to the booking agent at the end of the hire period.
6. If access to the hall outside of the times stated on the hire agreement is required this will be charged at the appropriate hourly rate.
7. The hirer will not sub-hire or use the premises or allow the premises to be used for any unlawful purpose nor in any unlawful way. Nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
8. Smoking is prohibited by law, inside the hall and the entrance areas.
9. The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the means of escape from the premises, the highway or safe access and egress of the emergency services.
10. Any children on site must be adequately supervised at all times, both inside and outside the hall.
11. In relation to the safeguarding of children, young people, and adults at risk. You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. If requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported. The Hall's appointed contact point for reporting is Ken Stowe, a member of the Belstead Village Hall committee. Contact details available on request. If you do not have your own safeguarding policy you are bound by the details contained in the village hall safeguarding policy, which can be found on the village hall website.
12. Our insurance policy does not permit use of fireworks, bouncy castles (inside or out), caravanning or camping and therefore these are not permitted on the premises.
13. The hirer shall ensure that the noise level emanating from the premises remains at reasonable levels and does not cause a nuisance to local residents.
14. The hirer shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local magistrates court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
15. The hirer will indemnify the Committee for the cost of any repair of any damage done to any part of the property including curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
16. During the period of hire any member of the Village Hall committee may enter the premises.
17. The committee shall not be responsible for any loss, damage, or personal injury arising from the use of the hall, except to the extent that is can be shown to have been negligent. Any such instances must be reported both verbally and in writing to the Village Hall committee within seven days of the occurrence.

18. The hirer is responsible for ensuring that any equipment brought into the hall for the function is safe for the purpose intended, does not cause any damage and is removed at the end of the booking.
19. It is the hirers responsibility to ensure the safety of any food or drink served and that any legislative requirements are met.
20. If alcoholic drinks are to be sold or supplied the hirer will ensure that a temporary event notice is obtained from Babergh District Council to comply with current licensing laws. The notice must be available for inspection during the period of the hire.
21. It is the responsibility of the hirer that before commencing any event / meeting, they need to ensure that all people present are aware of;
    - The fire safety procedures / notice that are situated at the three exit doors in the main hall and one copy on the notice board. These are also shown on our website.
    - The hall plan that is on the wall in the entrance hall next to the entrance doors. The plan shows all exit points, fire alarm and smoke alarm points.
    - The location of the emergency exit points.
    - The fire action notices that are at every exit point.
    - The external fire assembly point.
    - The responsible person(s) who has / have overall responsibility for the safety of people at any event
    - Ensure that the emergency service vehicles have a clear access to the village hall from the road.
    - The position of the first aid box.
    - The position of the defibrillator, which is situated in the porch outside the village hall. To use dial 999 and quote the post code on the box. A code will be given to you to unlock the box to enable access to the defibrillator.
22. The committee reserves the right to cancel this hiring in the event the hall being required for use as polling station for parliamentary or local government election or by-election, in which case the hirer shall be entitled to a full refund of any fees already paid.
23. If the hirer wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the committee.
24. In the event of the hall or any part thereof being unfit for the use for which it has been hired the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
25. At the end of the hiring;
    a) The hirer will be responsible for leaving the premises and surrounds in a clean and tidy condition including the sorting of recyclable and non-recyclable rubbish. In line with the Babergh District Council refuse collection policy, the black wheelie bin is for the non-recyclable rubbish (including food) and the blue wheelie bin is used for recyclable materials apart from glass. Please take any glass bottles with you. Please note that the Management Committee reserve the right to make a charge for separating rubbish as described if the hirer fails to comply.
    b) The premises must be properly locked and secured, including the external gates unless directed otherwise.
    c) Any contents temporarily removed from their usual positions must be properly replaced, otherwise the committee shall be at liberty to make an additional charge which may be deducted from the deposit.

These terms and conditions are required for your safety and to comply with the terms of our hall insurance and licence. We hope that you enjoy using the hall.