

# Milton Lilbourne Village Hall

info@miltonlilbournevillagehall.org.uk

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## TERMS AND CONDITIONS OF HIRE

### Maximum capacity of the hall:

- functions with tables and chairs – 80 people
- standing or theatre style seating – 85 people
- By special arrangement - 120 could be accommodated with additional offsite seating and tables.

### Who is the hirer?

The hirer is the responsible person who has made the booking. This person must be at least 21 years old and must be present throughout the hire period.

Proof of ID and age may be requested as a condition of hire.

This responsible person (referred to as 'the hirer') is responsible for all the fire and safety of the event. The hirer must ensure that, prior to the event starting, all relevant fire safety equipment is in position and all fire escapes are clear of obstructions.

The hirer shall appoint safety stewards (number dependent on number attending the event, a minimum of two). The hirer shall ensure that, prior to the event, these stewards are made familiar with the relevant fire escape routes and safety procedures. If the event has a large proportion of children as attendees, then the minimum number of stewards must be the same as the number of fire exits. At the start of the event the hirer must announce all the fire exit routes and fire procedures to all in attendance.

### The hirer:

- must ensure that the Entrance hall is always kept completely clear.
- is responsible for ensuring that the maximum capacity of the hall is not exceeded.
- should know how many people are in the hall during their hire event.
- must ensure that, during the hire, (arriving, during and on leaving) there is a maximum 5mph speed limit in the car park and disabled access and parking must be available at all times. There is NO parking on the recreation ground. Attendees must not cause nuisance to the neighbourhood either by excessive noise or by anti-social behaviour.
- shall ensure that the electrical equipment and points are used properly and not overloaded.
- shall ensure that any decorations, notices, pictures or any other materials are affixed to the walls with white tack only. The use of Sellotape or other similar products may damage the paint work. The hirer must also ensure that any such items are removed at the end of hire.
- shall ensure that, at the end of the hire period, any chairs, tables, cookers, crockery etc that have been used are cleaned and returned to the correct place in the hall.
- shall ensure that all instructions issued as part of booking for collection, return and security of keys are adhered to. The key(s) must be returned to the keyholder (or key safe) immediately at the end of the hiring period, with no exceptions.
- must report any damage to the hall or any of its equipment, or any breakages to the keyholder. The hirer may be charged for any damage or breakages.
- Hire charges are not refundable in the event of cancellation by the hirer.
- The sale of alcohol is not permitted except for Village committee-led events or a committee run bar for a private event. Alcohol will only be served within the hours of the Bar Licence (latest 12.00pm)
- All activities to be completed by midnight (12.00pm), consideration of local residents must be observed
- The Village Hall is strictly a NO SMOKING area, including the use of Vapes and similar devices.

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- Dogs are allowed in the hall but must be kept on a lead and under control at all times. The owner will be responsible for any floor cleaning.
- Only windows with cable restrictor locks can be opened, all others are kept locked, except in the kitchen.

## Refundable Cleaning & Damages Deposit

### 1. Cleaning & Damages Deposit

A refundable cleaning & damages deposit of £150 will be payable by the Hirer at the time of booking the Village Hall. This deposit is separate from the hire fee.

### 2. Refund of Cleaning & Damages Deposit

The cleaning deposit will be refunded to the Hirer within 14 days of the hire date, subject to the following conditions:

- The Village Hall is left in a clean and tidy condition, as found upon arrival.
- This includes:
  - All rubbish removed from the premises and disposed of responsibly.
  - Tables and chairs returned to their original positions.
  - Floors swept and free of debris.
  - Kitchen facilities (if applicable) cleaned, including dishes washed and put away.
  - No damage is caused to the Village Hall or its contents during the hire period.

### 3. Deductions and additional charges for Cleaning & Damages Deposit

The Village Hall Committee reserves the right to deduct all or part of the cleaning deposit to cover the cost of:

- Hiring professional cleaners if the Village Hall is left in an unreasonably dirty condition.
- Repairing any damage caused to the Village Hall or its contents during the hire period.
- The hirer will be charged for any additional costs for damages or breakages exceeding the Deposit.

### 4. Inspection

A representative of the Village Hall Committee will inspect the premises after the hire period to assess the cleaning and condition of the Hall.

The Milton Lilbourne Village Hall management committee reserves the right for any committee member to enter the hall during any hiring, without explanation, for the purpose of ensuring on behalf of the management committee that the regulations are in place and working correctly.

### 5. Dispute Resolution

In the event of a dispute regarding the cleaning deposit or its deduction, the Hirer should contact the Village Hall Committee for further discussion.

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## Hall Facilities

### 1. Kitchen use

The use of the Kitchen is subject to the following conditions :

- If the electric cooker range is in use it should **never** be left unattended.
- The cooker as well as all used utensils, cutlery and crockery must be cleaned and put away after use.
- All food and general waste must be bagged and placed in the large Blue container in the car park.
- All glass waste must be placed in the small waste container in the car park

### 2. Cleaning cupboard and equipment

The hall should be left clean and tidy after the Hire period, there is cleaning equipment in the cleaners cupboard, behind the bar area within the entrance lobby.

### 3. Tables and Chairs

Within the hall there is a small number of plastic chairs whilst the storeroom at the far end of the hall are stacked conference style chairs and foldable tables. Please ensure the chairs are returned in the same stacked manner no more than 9 chairs high.

### 4. Audio-Visual (AV) Equipment

#### a. Availability of AV Equipment

The Village Hall offers the following AV equipment as part of the Hall hire:

- Projector
- Screen
- Sound system (speakers and microphone)

#### b. User Responsibility

The Hirer is responsible for the proper use and care of the AV equipment during the hire period.

- A basic user guide will be provided for each piece of equipment.
- The Hirer is encouraged to familiarise themselves with the equipment before their event.
- The Village Hall Committee cannot be held responsible for the Hirer's inability to operate the equipment.

#### c. Damage and Loss

The Hirer is liable for any loss or damage to the AV equipment during the hire period. The cost of repair or replacement will be deducted from the Hirer's deposit or invoiced for loss, whichever the greater.

#### d. Technical Assistance

The Village Hall Committee will not be able to provide technical assistance during the event. It is recommended that the Hirer arrange for someone familiar with the equipment to operate it during their event.

### 6. Disclaimer

The Village Hall Committee does not guarantee the functionality or compatibility of the AV equipment with the Hirer's devices.

### 7. Return of Equipment

All AV equipment must be returned to the designated location (the AV cupboard) in the Village Hall in the same condition it was received.

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## **BOUNCY CASTLES, OTHER LAND-BASED INFLATABLES OR TRAMPOLINES:**

**The hirer agrees to the following rules and guidance as set out by the Village Hall's insurance company:**

1. The bouncy castle/inflatable is to be supervised by responsible adults at all times when in use or inflated.
2. When used outside, it is to be securely anchored to the ground at each anchor point.
3. Each anchor point is to be signposted or otherwise marked to be made easily visible and must be wrapped to prevent injury.
4. Indoor and outdoor use – soft matting must be used to cover the hard surfaces adjacent to the front or any open sides where there is risk of injury from falling from the inflatable.
5. It is not to be used by children under two years old.
6. It is to be restricted to use by the age groups 2 to 5, 6 to 12 and over 12s. Age groups must not be mixed.
7. It is expected the hirer should adhere to the terms & conditions of the third party hire or supplier of the product, including any required insurances. Use of said products within the grounds of the Village Hall does not imply any cover other than our legal obligations.

### **Contact:**

[info@miltonlilbournevillagehall.org.uk](mailto:info@miltonlilbournevillagehall.org.uk)

<https://miltonlilbournevillagehall.org.uk/>

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## Changes:

July 2024, re-write and update reflecting new policies. removed Covid.

Approved Aug 2024 - ID/JH

Author - AJOH