

# KINGTON LANGLEY VILLAGE HALL

Registered Charity No. 1002086

## **TERMS & CONDITIONS OF HIRE 2010**

(Re-issued May 2010  
to clarify Public Liability Insurance)

### **BOOKING CLERK**

Mrs. Sarah Sudbury  
Spring Cottage, 5 Silver Street  
Kington Langley, Chippenham  
Wiltshire SN15 5NU  
[klhallbooking@aol.co.uk](mailto:klhallbooking@aol.co.uk)

07796 102519 (Mon – Sat between 10:00 & 20.00)

If the Hirer is in any doubt as to the meaning of the following, the Authorised Representative or the Chairman of the Hall Committee should be consulted.

1. **NO PERSON UNDER THE AGE OF 18** is permitted to hire the Hall.
2. **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 highway.
3. **CARS** should be parked in the Car Park. Limited road parking is possible but it risks the wrath of local residents and the Police. Additional parking is usually available on the Playing Fields car park extension but this depends on the condition of the ground and can not be guaranteed.
4. **THE HIRER** shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or 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.
5. **THE HIRER** is responsible for ensuring that, where necessary, appropriate insurance cover is obtained. The Village Hall holds Public Liability Insurance covering risks associated with the premises themselves and also the services provided by the Village Hall. That cover also extends to risks associated with events or functions organised by hirers, but only where the hirers are individuals or ad hoc groups. The insurers expect established groups to have their own insurance. Business users and political groups are specifically excluded from this Hirers' Liability Cover. For this purpose organizers who just receive out of pocket expenses do not count as business users. Full details of the Village Hall insurance cover can be obtained on application from the Treasurer.
6. **THE HIRER** is responsible for advising the Booking Clerk at the time of booking if the sale or supply of alcohol is required as part of the booking agreement. The following options are available:
  - 6.1 **For Regular Hirers or Village Organisations using the hall for fund-raising purposes:** A designated person may run their own bar subject to a special dispensation by the Designated Premises Supervisor (DPS). A form should be obtained from the Booking Clerk in order that this may be arranged. An extra charge of £10 will be payable to contribute towards the cost of the hall licence.
  - 6.2 **For Hirers using the hall for a single event and not wishing to run their own bar:** The Booking Clerk will put the potential hirer in touch with the Hall's Designated Premises Supervisor (DPS) who can arrange to run the bar and provide alcohol on the Hirer's behalf.
  - 6.3 **For Hirers using the hall for a single event and wishing to run their own bar:** With the agreement of the Booking Clerk, **THE HIRER** may obtain a Temporary Event Notice from Wiltshire Council.

The Temporary Event Notice **must** specify in which room at the Hall alcohol is to be sold. Two rooms are available for this purpose: **EITHER** the **Committee Room** (for small events) **OR** the **Kitchen**. Use of the Committee Room is encouraged for the sale and consumption of alcohol if it is only likely to take place at a specific point in the event (e.g., before the start, during an interval, or after the main activity is over.)

**THE HIRER** shall supply a copy of such licence (**TEMPORARY EVENT NOTICE** for the sale of alcohol) to the Booking Clerk on receiving authorisation from Wiltshire Council. Note that the **HIRER may not** obtain any Temporary Event Notices directly from Wiltshire Council without the specific agreement of the Booking Clerk, as only a limited number of these notices are allocated to Kington Langley Village Hall in the course of a calendar year. **Failure to observe this requirement may result in the booking being cancelled.**

7. **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and 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.
8. **THE HIRER** shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
9. **IF THE HIRER** wishes to cancel a booking before the date of the event the following conditions apply:

|                                                             |                                                                                |
|-------------------------------------------------------------|--------------------------------------------------------------------------------|
| Cancellation one calendar month or more before the event.   | Full refund with the exception of the non-refundable booking fee.              |
| Cancellation less than one calendar month before the event. | 20% of the total hire charge retained.<br>Non-refundable booking fee retained. |
| Cancellation within 48 hours of the event.                  | Total hire charge retained.<br>Refundable damage deposit returned.             |

In the event of exceptional circumstances, the above cancellation conditions may be subject to review by the Booking Clerk in consultation with another officer of the Village Hall Committee.

10. **THE HIRER** should ensure that arrangements are only made with the designated Key Holder at least 24 hours in advance of the booking to collect the key before the start of the hire. If circumstances change (especially for regular hirers) the key holder must be informed at least a day in advance if the key is not going to be collected.

Keys may be collected up to ½ hour before the commencement of the hire. If access to the hall is required more than ½ hour beforehand, an additional charge may be payable. The key should be returned promptly following the completion of the hire.

11. **THE COMMITTEE** reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
12. **IN THE EVENT** of the Hall or any part thereof being rendered 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.
13. **AT THE END OF THE HIRE**, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, **ALL WASTE AND RUBBISH ISTO BE REMOVED.**

**The HIRER** is responsible for checking all rooms, including toilets, especially ensuring that taps are off. Any contents temporarily removed from their usual positions should be properly replaced; otherwise the Committee shall be at liberty to make an additional charge.

The premises shall be properly locked and secured and keys returned promptly to the Keyholder unless directed otherwise.

14. **ALL MUSIC** played on Saturdays should cease at 11.30 pm and the hall should be cleared by 11.55 pm.
15. **NO SMOKING** is allowed on the premises.
16. **THE COMMITTEE ROOM** may be hired as a cloakroom or as a bar for wedding receptions and dances.
17. **STILETTO HEELS** damage the Hall floor. Hirers are requested to ask their guests not to wear them.
18. **RESPONSIBLE ADULTS** must be present at teenage parties.
19. **THE VILLAGE HALL** is situated in a quiet residential area and Hirers are requested to ensure good behaviour and quietness when leaving the Hall. Please do not shout or slam car doors unnecessarily.

When discos, live music or loud party games are taking place, all windows and doors should be kept closed. A member of the Village Hall Committee is entitled to visit the Hall and if he / she thinks fit may request that the volume be reduced or, in extreme cases, may cut off the electricity supply to prevent further disturbance. It is the Committee's wish to live at peace with its neighbours and it trusts that Hirers will honour this wish.