



Kington Langley Village Hall

Registered Charity: 1165128

Web: www.klvh.org

TERMS & CONDITIONS OF HIRE

revised 05/2018

BOOKING CLERK

Julia Cook

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Kington Langley Village Hall and KLVH are working names of the Kington Langley Village
Hall and Recreation Ground Charitable Incorporated Organisation

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 hiring, be responsible for supervision of the premises, the fabric and 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 Recreation Ground car park extension but this depends on the condition of the ground and cannot 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. This should include indemnifying the Committee for the cost of repair of any damage done to the property including the contents of the building during the period of hire. 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 individuals or ad-hoc group hirers. 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, organisers 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. **COMPLIANCE WITH THE CHILDREN ACT 1989.**
 - 6.1. **REGULAR HIRERS** shall ensure that any activities for children under eight years of age comply with all current legislative provisions and that only suitably qualified persons have access to the children. Checks may also apply where children over eight or vulnerable adults are taking part in activities. The Hirer

shall provide to the Booking Clerk or any Regulatory/Enforcing Body a copy of all CRB checks and their Child Protection Policy on request. Failure to comply with any such request will result in the immediate cancellation of all bookings made by the Hirer.

- 6.2. **ALL HIRERS** should be aware that separate areas of the Village Hall can and may be hired/used by different groups/individuals at the same time. It is the direct responsibility of the Hirer to ensure the safety and security of any children or vulnerable persons entering into shared areas or facilities of the hall.

7. **ALCOHOL AND HALL LICENCE**

- 7.1. **THE HIRER** is responsible for advising the Booking Clerk at the time of booking if the sale of alcohol is required as part of the booking agreement. Suitable options are available.

- 7.2. **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) or Management Committee. 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.

- 7.3. 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 Events 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 or the Main Hall. The Hirer shall supply a copy of the granted Temporary Events Notice to the Booking Clerk.

Note: The Hirer may not obtain any Temporary Events Notice directly 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.

8. **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.

If required the Accident Book is situated in the entrance hall.

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. Non-refundable booking fee retained.
Cancellation within 48 hours of the event.	Total hire charge retained. Refundable damage deposit returned.

For regular users the following conditions apply:

Cancellation three calendar months or more before the event	No charge.
Cancellation up to 48 hours before the event.	£1 cancellation charge.
Cancellation within 48 hours of the event.	£5 cancellation charge.

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 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 paid.
11. **THE HIRER** shall be responsible for the safekeeping of the key fob or keycard. Single event users should return the keycard through the keycard slot after ensuring the Hall is securely locked.

12. **IN THE EVENT** of the Hall or any part thereof being rendered unfit for 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:
 1. leaving the premises and all surrounds in a clean and tidy condition
 2. removing any banners, signs, balloons etc which have been erected
 3. removing all waste/rubbish generated. **The wheelie bin is solely for rubbish which needs to be disposed of by Hall staff and NOT FOR USE BY HIRERS.** The Committee reserves the right to charge a fee (which will be deducted from the damage deposit) if a member of our committee has to remove rubbish/waste.
 4. checking all rooms, including toilets, to ensure all lights, power switches and taps are correctly turned off
 5. ensuring any contents temporarily removed or used are returned to their usual positions
 6. checking that the premises are securely and properly locked and the keycard returned.

14. **ALL MUSIC** should cease at 11.00pm and the hall should be cleared by 11.30pm.

15. **THE HALL IS A NON-SMOKING AREA.**

16. **STILETTO HEELS** damage and Black Soled shoes may mark the hall floor. Hirers are requested to ask their guests not to wear them.

17. **RESPONSIBLE ADULTS** must be present at children's and teenage parties with a ratio of 1 adult to 10 children/teenagers minimum. Additional conditions apply for Teenage parties and these are available from the Booking Clerk and on the website.

18. **THE PRIVACY NOTICE is as follows:**

KLVH uses personal data for the purposes of managing the hall and recreation ground, its bookings and finances, running and marketing events at the hall and for its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers; otherwise we will delete personal data 2 years after we last had contact with you. We will not share your data with other organisations (other than our bank for the sole purpose of making

payments to you) unless we are legally obliged to do so or you give specific permission. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Booking Clerk. The full Data Protection Policy can be found on our website.

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.