



Kilsby Village Hall and Kilsby Room: Terms & Conditions of Hire

The management committee's decision regarding the interpretation and application of these Terms and Conditions shall be final and conclusive.

Fees & Charges

F.1: Where possible booking applications should be made at least 4 weeks prior to the booking date. All fees should be paid by either a) bank transfer - at least 7 days before the event or b) cash on the day of the hire/event. The hirer's preferred method must be indicated beforehand on the booking application form.

F.2: The management committee pay an annual fee for a performing rights licence. Therefore, any booking that intends to play any music, whether live or recorded, shall attract a licence contribution charge. As a legal necessity this fee is mandatory for the management committee and consequently the hirer.

F.3: Refundable deposits shall be assessed and determined by the booking secretary aligned to risks associated with the nature of the hire. Deposits may not be refunded if there is a breach of these terms and conditions. Issues such as: poor condition of the hall after the period of hire; rubbish left inside or outside the hall that is not in the bins; neglectful damage to the facilities or fabric of the building; excessive noise; anti-social behaviour and/or disturbance caused to neighbours; damage caused by decoration media or failure to remove decoration material.

F.4: Cancellations should be made not less than 14 days prior to the event date. Inside this period shall attract a charge penalty of 50% of the total fee chargeable for the booking.

F.3: The hire fee shall include use of tables and chairs, the kitchen facility located at with and pertaining to the particular hall/room, crockery and cooking equipment (cookers, water urn, microwave, etc). The fee does not include the setting up or breakdown/re-stack of the tables/chairs.

F.5: It is advisable to check at the commencement of the hire that the heating, lights etc. are working correctly and report any malfunction to the nominated key holder.

General

G.1: Fire regulations require that all illuminated exits must remain clear at all times throughout the hire. The village hall's management committee operates a 'NO SMOKING' policy throughout the complex. There is a smoke detector and alarm that is sensitive to naked flames and smoke. Smoke effect machines are prohibited for this reason.

G.2: The hirer shall be responsible for obtaining any licenses necessary for the selling of alcoholic liquor and for the observance of the licenses. The name of the licensee shall be stated on the booking form and details provided. If alcohol sales are planned/intended, this should be made clear at the booking application stage.

G.3: The hirer is responsible for adhering to all regulations relating to the premises pertaining to Health & Safety, Fire Regulations and Local Authority or otherwise as stated by the management committee.

G.4: The management committee's insurance provides hirer's liability insurance for ad-hoc groups and individuals. Established groups, clubs and associations regularly using the premises are required to have their own insurance. A copy of the hirer's insurance certificate must be provided to the management committee annually. The hirer is responsible for ensuring any third-party provider of service(s) or equipment relating to the hirer's period of hire has suitable insurance cover.

G.5: No equipment will be stored on the premises without the express permission of the management committee. If permitted and depending on the nature of the equipment, the management committee will agree the requirements of any necessary insurance cover with the hirer, which shall be confirmed in writing.

G.6: The main hall is licensed for a maximum of 120 people (seated in conference style) and a maximum of 40 people in the Kilsby room (again, seated in conference style). The premises shall not be used for any purpose other than that for which prior permission has been granted and that stated on the booking application form at the outset.

G.7: The hirer is deemed to be personally responsible for the good order and behaviour of their guests and must not sub-let or transfer the booking to any other person(s). Parties held for anyone 18 or under must be attended and supervised by an adult throughout the whole duration of the hire.

G.8: The management committee reserve the right to cancel the hiring in the event of the premises being required for an emergency (such as elections, Governmental imperatives, etc) or any such other business. In this case, the hirer shall be notified immediately of such an occurrence and shall be entitled to a full refund of the fee including any deposit paid: no other compensation can be made.

G.9: In the event of the hall or any part thereof being rendered unfit for the use for which it was hired (by accidental damage or act of God sustained) the Committee shall not be liable to the hirer for any resulting financial loss or damage.

G.10: Under no circumstances are dogs or other animals/pets permitted (except for guide/assistance dogs) in the Kilsby Room and only by prior agreement in main hall.

During the Period of Hire

D.1: The keys to the hall and the alarm de-activation/activation fob shall be made available from the booking secretary (07593 871673) or the treasurer (01788 823378) acting as nominated key holder. Regular hirers may be given access to the key safe with appropriate access number.

D.2: The hirer is responsible for the safe custody of the keys until returned/replaced. Return must be immediately after the hire period to the nominated key holder or replaced within key safe. Occasional and/or non-regular users of the building shall be met at the hall at the start and end of the booked hire period by the nominated key holder.

D.3: The hirer and/or their invitees shall not cause any nuisance or annoyance to the residents of adjoining properties or do anything which may cause damage to such adjoining properties. The hirer shall acknowledge that it is an offence to cause or permit to be caused any noise amounting to a nuisance and

agrees that during any live or recorded music function, the volume is maintained to a level which shall not cause a nuisance to the residents in the adjoining properties and the wider neighbourhood.

D.4: In accordance with the premises licence, under no circumstances is music to be played beyond 23.30hours: a mandatory rule that is aligned to the management committee's premises licence.

D.5: No adhesive tape, masking tape, children's stickers, drawing pins or nails are to be used on the interior walls or ceilings. Blu/White Tack is acceptable. Whilst party poppers and streamers are permitted, aerosol 'silly string' is not as it sticks to the floor and damages the surface.

D.6: All doors but particularly illuminated fire exit doors must be kept clear at all times. Cars must be parked in the designated parking bays.

D.7: Under 16s should not be allowed outside of the premises at any time unless supervised or observed by an adult.

D.8: No bicycles or leisure e-scooters are permitted inside the hall complex, entrances or doorways. Bicycle racks are provided in the car park. Mobility scooters must also be stored externally as the storage of such whilst the hall(s) are in use is a safety hazard and potential evacuation hazard.

D.9: No hard/flying ball games (e.g. football, cricket) are permitted on or in any part of the Village Hall complex.

D.10: Electrical charging of e-bike or e-scooter batteries is prohibited at any time during hire periods.

After the Period of Hire

A.1: By the end of the period of hire, the hirer shall clear all equipment, waste and belongings that have been brought in to the complex. All decorations must be removed. Crockery (if used) shall be washed and returned to the correct cupboards. The cookers (if used) shall be left clean and all tables wiped down before being returned to their original location.

A.2: Chairs should be re-stacked and again, returned to their original location. The facility must be left in a clean and tidy condition. The general principle being that the hall and rooms should be left at the end of the hire in the same condition in which it was found.

A.3 All waste must be either a) removed from the complex entirely OR b) placed in the onsite bin. The management committee does not currently offer segregated waste facilities so all waste shall be treated as general.

A.4: Any damages or breakages must be reported to the nominated key holder at the end of the hire. The cost of making good damage replacing breakages may be charged to the hirer.

A.5: The management committee accepts no responsibility for loss, theft or damage of any facility user's personal items throughout the complex, including damage to or theft from vehicles parked

on the premises. Vehicles are parked entirely at the owner's risk and shall not be left on the premises overnight unless agreed in writing by the management committee.

A.6: Hirers are asked to remind their invitees and guests to leave the hall complex quietly to ensure that local neighbourhood residents are not disturbed.

A.7: The hall and rooms complex has an alarm system. Instructions will be given on how to deactivate and activate the alarm before entering and leaving the facility.

Final Checks

Key final requirements/checks of the hirer before leaving the premises are:

- 1) Cookers, kettles, hot water heaters, microwave and dishwasher are turned off.
- 2) All water taps are turned off, including the wash hand basins.
- 3) All windows and doors are closed and locked.
- 4) All lights are turned off (including the car park light – the outside security lights by the entrance doors are automatic as are the toilet lights and the lobby between the Hall / Kilsby Room).
- 5) The alarm is activated.

note: the alarm system covers both the Main Hall and Kilsby Room. Upon departure, if the other hall or room is in use, please still lock the door but do not activate the alarm. Please then inform the other user that they are now in sole occupancy/responsibility of the facility.

- 6) The last to leave must chain and padlock the main gate.
- 7) Keys must be returned to the key holder nominated for the hire or to the secure key box.

Kilsby Village Hall Management Committee.