

Upham New Millennium Village Hall

Terms and Conditions of Hire

By signing the booking form the hirer agrees to:

Prior to event

- Pay the relevant hiring fee and returnable deposit before a booking can be confirmed
- Be 18 years of age or over

During the event

- Be present during the hire period
- Arrange for children to be supervised by adults at all times
- Have a fully charged mobile phone on the premises for use in an accident or emergency
- Only use the premises for the purpose stated on the booking form
- Not exceed the maximum number of people allowed, 180, as stated on the premises licence
- Not use the stage unless prior approval is given when it shall be left as found
- Not undertake any action that could render our insurances void

At the end of the event

- During evening hires, turn down any music by 11pm and vacate the building by 12 midnight
- Leave the premises clean and tidy, the doors and windows closed and the lights turned off
- Remove all party and catering rubbish from the premises on completion
- Ensure all equipment is left as found
- Leave the heating thermostats as found
- Leave on time and return the keys to the key-safe

Access

- Not block the access track into the adjacent field
- Ensure carpark routes are clear and emergency vehicles can access the building at all times
- Ensure fire doors are useable, not wedged open and passageways are not blocked

Health & Safety

- Be conversant with the fire access routes and location of fire-fighting equipment
- Be aware of the location of:
 - the main electrical intake switch in the electrical cupboard
 - the basic first-aid kit in the kitchen should it be needed
 - the accident book in the kitchen
- Report all accidents to the Booking Agent and complete the accident book

Legislation & Compliance

- Ensure all relevant legislation is complied with, including the sale of alcohol
- Ensure any electrical equipment brought to the premise has a PAT certificate of safety
- Make their own arrangements for insuring items and equipment brought into the premises
- Read and comply with our [Safeguarding Policy](#)

The following are not permitted anywhere on the premises

- Smoking
- Use of smoke machines and water/spray machines
- Fireworks and firework displays
- Wearing of stiletto heels
- Entry into the adjoining fields and feeding the horses or other animals
- Use of illegal substances
- Use of highly flammable substances including gas filled balloons, unless prior approval is given
- Combustible internal decorations, unless prior approval is given
- Candles or devices involving the use of real flames
- Activities that contravene the law relating to gaming, betting and lotteries
- Drunk and disorderly behaviour within the premises or grounds
- Animals, except guide dogs, unless prior approval is given
- Dangerous or unsuitable performances e.g. of a sexually explicit nature

Cancellation of bookings by hirer

- In the event of a cancellation, a full refund will be given, if the Hall is subsequently re-let
- Bookings cancelled at 7 days' notice will receive no refund
- For other cancellations, a refund will be at the discretion of the Trustees

Cancellation of bookings by Trustees

- If the Trustees have to cancel a booking when the Hall is required as a polling station, for a village meeting or the like, a full refund will be given
- If the Hall has been rendered unfit for hiring and the Trustees have to cancel a booking e.g. a fire or vandalism, a full refund will be given
- If the Trustees do need to cancel a booking in the circumstances described above, they will not be liable for any subsequent loss or damage suffered by the hirer

FAILURE TO COMPLY WITH THE ABOVE TERMS AND CONDITIONS AND ANY COSTS THAT ARISE WILL BE DEDUCTED FROM THE BOOKING DEPOSIT HELD BY THE TRUSTEES.

Sep 2019 Revision