**ALBOURNE PARISH COUNCIL**

**Management Custodian Trustees of Albourne Village Hall**

**Registered Charity No. 273399**

**Terms and Conditions of Hire**

## Bookings

* The hall is available for hire at the discretion of the Management Custodian Trustees.
* A booking form must be completed and sent to the Booking Secretary to secure a hire.
* Email confirmation will be sent once the booking form and payment have been received.
* One person over 21 years of age, nominated by the hirer shall be in charge of and present in the premises at all times when people are present.

## Hiring Fees and Damage Deposit

* Hire Fees and a deposit are payable at the time of booking or at least six weeks in advance of the hire date.
* Fees include the use of the kitchen, tables and chairs, etc. This does not include the use of the bar.
* Any costs incurred due to extra cleaning required, damage, or in returning the hall to the condition it in was before hire will be deducted from the deposit before the balance is refunded. You will be informed of any proposed deductions and have 7 days to respond before the refund is issued. If you do not respond, it will be taken as agreement that the deductions are fair.
* Should the cost of damage exceed that of the deposit, we will contact you requesting payment for the balance of loss.
* We reserve the right to recover our losses.

## Payment Details

BACS Payment (preferred method)

Sort code: 30-18-30

Account: 01898092.

Please quote your organisation name or your surname in the payment reference.

By Cheque

Cheques should be made payable to “Albourne Village Hall” and sent to the Booking Secretary.

## Liability & Insurance

* Users should have adequate insurance cover for their own third-party liability, personal injury and damage to property both brought in to and belonging to the Village Hall.
* The Village Hall will not accept responsibility for accidents or incidents unless directly attributable to faults in Village Hall property or fabric.
* The Management Custodian Trustees shall accept no responsibility or liability for any item of property left in the Hall.
* In the event of any accident-causing injury to any person within the premises or damage to the property the Hirer should report it to the Booking Secretary within 24 hours.

## Cancellation

* At the discretion of the Management Custodian Trustees, a booking cancelled within four weeks of the date of the hire will be charged up to 50% of the fee.
* The Management Custodian Trustees cannot accept liability in the event of the non-availability of the Hall due to circumstances beyond its control. Hirers may wish to take out their own insurance to cover this risk.

## Access

* Hirers will be notified by the Booking Secretary of their Pin Code for the door lock during the week before the hire. This code will be active only for the period of your hire.

## Usage

* Drawing pins, staples, Sellotape, Blu Tack or anything else that may cause damage, should not be used on any surfaces in the Hall. All damage caused will be charged at cost of repair.
* Smoking and candles are prohibited in the Hall.
* Birthday cake candles are permitted.
* Portable Appliances brought in should be tested by qualified electrician. (PAT)
* Extension leads should not be ‘daisy chained’ together.
* Stiletto heels and wheeled shoes / roller skates are not advised as any damage will be charged at cost of repair.
* The use of confetti either inside or outside the Hall is strictly prohibited.
* Access to the Hall is only during the booked times. Please ensure that you have booked sufficient time to allow for set-up, take down and cleaning of the Hall.
* The Hall is in a residential area, and it is requested that people should make as little noise as possible when leaving an evening function.
* If you use a bouncy castle, please ensure that you have requested and read the bouncy castle policy. This policy then becomes part of these Terms and Conditions.

## Fire & Safety Precautions

* A standard First Aid box is sited in the kitchen along with an accident book.
* Groups with particular requirements are advised to provide their own first aid equipment.
* Hirers should note the positions of fire-fighting equipment and the procedure to be followed for evacuation of the premises.
* Hirers are required to keep access to all Fire Exit Doors clear at all times.

## At the End of Hire

* Hirers must ensure that the Hall is left clean and tidy.
* Hirers are responsible for washing up and returning items to their original place.
* Hirers must sweep the hall, toilet and kitchen floors. Brooms, mops and a hoover are available in the storage cupboard.
* Please mop floors if required.  
  NOTE – RED BROOMS / MOPS for toilet areas only.   
  YELLOW BROOMS / MOPS for general areas
* Furniture and equipment must be returned to where found.
* Tables must be returned to their original site.
* Chairs must be neatly stacked on their trolley.
* The hirer is responsible for removing all rubbish from the Hall and taking it home.
* Wheelie bins are NOT provided for use by hirers.
* Before leaving Hirers must check that all taps turned off, all electric lights are switched off and the toilets checked and left clean and flushed. Please note the lights in the disabled toilet are motion sensitive and will turn itself off.
* After large events there will be an extra charge for the cleaners to deep clean the hall.

## Security

* Hirers will be held responsible for the security of the buildings and contents during their booking.
* If the building is left insecure, the hirer will be held responsible for any damage incurred by any intruder.
* Keep fire extinguishers accessible and never block Fire Doors either from the inside or on the outside.
* Close all windows and front doors before leaving. Ensure door is locked.
* Internal doors should all be left closed. Ensure all lights are off. The outside lights are on a time switch and will turn off automatically.

## Liquor Licences

* Hirers providing intoxicating liquors for sale in the Hall shall obtain any necessary TENS licence and shall comply with the law in all respects. Search for ‘Mid Sussex Tens Licence’ on the internet.
* A copy of the licence obtained should be given to the booking secretary at least two weeks prior to the hire.
* The Village Hall premises licence is not available to hirers.

## General data protection

Albourne Village Hall uses personal data for the purposes of managing the Village Hall, its bookings and finances. Data may be held for up to 7 years for accounting purposes and for longer when required by the Hall’s insurers. If you want to see a copy of the information that we hold about you, please contact the booking secretary.

## Safeguarding

Hirers who are working with children or vulnerable adults must have an appropriate safeguarding policy which they are responsible for implementing.

Although private individuals do not have to have their own policy, the Village Hall does have a comprehensive safeguarding policy which is available upon request and can act as a guide for individuals if needed.

## Emergency Evacuation

The Hall is an emergency evacuation point for several facilities in the Parish. In the event of a severe emergency, hirers may have to evacuate the premises at short notice. In this event they will not be charged for their booking, but the Hall cannot accept responsibility for any losses incurred.

## ALBOURNE VILLAGE HALL BOOKING FORM

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| --- | --- |
| Albourne Village Hall  The Street  Albourne  West Sussex  BN6 9DH | Bookings Secretary  Sandra  Tel: 07311 380157  booking@albournevillagehall.co.uk |
| Please read the conditions of hire and then complete and return this form to the Booking Secretary either by email or by post.  Your booking is only secured once payment has been received and cleared. | |
|  | |
| Date Hall required: |  |
| Time Required: | From: To: |
| Please allow time to set and clear up.  Note the door code is only active from the time you have booked. | |
| Reason for hire: | |
|  | |
| Name of hirer: | |
| Name of Nominated person in charge  (if different from Hirer above) | |
| Address: | |
| Postcode: | |
|  | |
| Email: | |
| Mobile Number: | |
| Other Contact Number: | |
|  | |
| I intend to sell alcoholic drinks at Albourne Village Hall during this hire period. YES / NO | |
| If you answer YES you must provide the booking secretary with details of the necessary licence from Mid Sussex District Council within two weeks of your hire date.  THE VILLAGE HALL PREMISES LICENCE IS NOT AVAILABLE TO HIRERS. | |
|  | |
| Are you using a bouncy castle? YES / NO If yes, please request and read our bouncy castle policy. | |
|  | |
| I confirm that I have read, understood, and will fully comply with all the Terms and Conditions of Hire, accepting liability for any damage to the Hall during the hiring. | |
| **Signed** | **Date** |