

TERMS AND CONDITIONS OF HIRE

Please carefully read the Terms and Conditions of Hire and our Risk Assessment documents before completing the booking form. If the hirer is in any doubt regarding the meaning of any of the conditions please contact the Booking Secretary before signing.

Once you have signed and returned the booking form you will have accepted the Terms and Conditions and considered the Risk Assessment (see the section 'For your Safety').

For the purpose of these conditions the term Hirer shall mean the individual hirer, or, where the hirer is an organisation, the authorised representative. And the term committee shall refer to Minsterworth Village Hall Management Committee (MVHC).

Booking, Payment and General Information:

1. The Hirer must be over the age of 21 and it is the responsibility of the Hirer to ensure all Conditions of Hire (as given below) are met.
2. The date (or dates) of a hiring will be guaranteed only upon
 - 2.1 the electronic receipt of the completed on-line Hallmaster booking system, acknowledging acceptance of the terms and conditions
 - 2.2 payment of the deposit
 - 2.3. one week before the event payment of the balance of the booking fee , or three months before the event for weddings.
3. The Hirer, or a named delegated representative, must be present **throughout the period of the hire**. In the latter instance, the named delegated representative assumes the role of Hirer (as identified hereafter), although the Hirer still retains overall responsibility.
4. Upon arrival, if the Hirer is dissatisfied with the condition of the Hall or the contents thereof, they must inform the Booking Secretary or a member of MVHC at the beginning of the booking period. Phone numbers of Village Hall representatives are displayed on the noticeboard inside the Hall on the right
5. The maximum capacity of the Hall (**including** the adjoining Legion Room) is **150 standing or 120 seated**. The maximum seated capacity with tables in the Main Hall is 90 .
6. The Hirer will be responsible for:
 - a. The conduct of all persons present during the total period of hire,
 - b. Ensuring that the Village Hall and all contents contained are not damaged in any way or removed from the premises and, should any damage occur, the hirer is responsible for reporting this to a member of MVHC at the earliest opportunity.
 - c. The use of inflatable bouncy castles and similar such items is permitted inside the Hall. These may **only** be hired from **King Castle Hire** on 07487 535886 or by email at info@kingcastlehire.co.uk and used only under adult supervision by the Hirer or designated representative. The hirer is responsible for contacting King Castle Hire directly to determine and agree the permitted size of the castle that

may be hired. Bouncy Castles may be used outside of the hall only if they are supplied by a reputable insured supplier, and at the hirers risk.

d. Ensuring that no dogs (except service dogs) are brought into the Hall without prior permission of MVHC.

e. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the premises, including the land around thereof, or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.

f. A flat rate Damage deposit shall be taken with any booking (except those bookings by local Minsterworth parishioners or individuals for small personal village events as stated in the hire charge list) and the deposit withheld should any damage to the property or its contents be observed following the event. The Hirer will also be responsible for any additional costs to repair any damage to the Hall that exceeds the damage deposit paid

g. For events finishing on or after 23.00 a flat rate noise deposit rate will be charged. Provided no noise complaints are received, the deposit will be repaid within the week

h. The use of the Video Projector and screen are **included** in the hire charge. Please do not change the settings on the video projector. Please use the remote control (on the wall to the right of the stage) to operate the screen, do not attempt to operate it manually by pulling it. The audio equipment comes at an **additional charge** of £25 per day. This equipment is purposed for presentation and background music and should not be considered as dance or party equipment. Radio and wired microphones are available as part of the equipment hire and use of the microphone is needed to activate the Hearing Loop for those with impaired hearing. The switch for the Hearing Loop is on the wall on the right of the stage, and when on, a red light will appear above

7. The Hirer shall not use the premises for any purpose other than that described on the Application to Hire:

a. The Hirer shall not sub-let the premises.

b. The Hirer shall not use the premises or allow the premises to be used for any unlawful purpose nor do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof.

c. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

8. The Hirer, or any caterers engaged for the event, is not permitted to introduce additional cooking equipment without first obtaining permission from MVHC (via the Booking Secretary). Any equipment must be PAT tested.

9. The Hirer must ensure that any activities for children under eight (8) years of age comply with the provisions of The Children Act 1989 and any subsequent legislation. Should the Hirer engage any children's entertainment, it is their responsibility to ensure that only fit and proper persons have access to the children and Disclosure and Barring Checks (DBS) have been carried out. Additionally, it is a condition of booking that any event attended by children or juveniles (defined as under 18) will be under the strict supervision by responsible adults (please see section on 'For your Safety').

10. All auctions and sales are to be conducted in accordance with the current Consumer Protection legislation and the Hirer for any sale or auction shall ensure that members of the public are not prevented from entering or leaving the Hall.

Cancellations and Refunds:

11. If the Hirer wishes to cancel or postpone the booking before the date of the event and MHVC is unable to secure a replacement, repayment of the booking fee shall be at the discretion of MHVC.

12. Should the Hall need to close in the case of a national emergency (eg COVID), local issues (utilities failure), or local or national elections we will make a full refund of any deposits held. We will always aim to give the Hirer as much notice as possible.

13. In the event of the Hall or any part thereof being rendered unfit for use for which it has been hired, MVHC will refund all deposits and hire charges but will not be liable to the Hirer for any resulting loss.

14. We will aim to pay refunds into the Hirer's nominated bank account **TEN WORKING** days after the event or hire, assuming there is no reason for the refund to be retained (see 6e and 6f above)

Music, Entertainment and the Sale of Alcohol:

15. The Hirer shall not allow the **sale** of alcohol on the premises without first applying for a Temporary Event Notice (TEN) from Tewkesbury Borough Council. This includes alcohol provided as part of the cost of an entrance fee to an event. Please see www.tewkesbury.gov.uk for more information on when a TEN is required

a. It is the responsibility of the Hirer to ensure the TEN is obtained, not MHVC.

b. The Hirer must inform the Booking Secretary of their intention to apply for a TEN (see booking form).

c. Alcohol which is consumed on the premises free of charge as part of a private event does not require a TEN.

d. The Hirer is responsible for displaying a copy of the TEN in the frame behind the Bar in the Legion Room.

16. MVH is licensed by Tewkesbury Borough Council for music and entertainment as well as live music. A copy of the Premises Licence is displayed inside the toilet lobby. This covers performance of music in the Hall which is not for commercial gain. The Hall holds a PRS/PPL licence which allows the use of pre-recorded music as well as live performance to be played on the Hall. This is also displayed in the toilet lobby. MVH is NOT licenced for live-streaming.

17. It is the responsibility of the Hirer to ensure that, if preparing, serving or selling food, all relevant health and hygiene legislation and regulations are met.

18. The Hirer must allow any member of MVHC free access to all parts of the building should a visit be deemed necessary by the Booking Secretary or an MVH committee member

19. MVHC can accept no responsibility for the loss of, or damage to, property belonging to or introduced to the Hall environs by the Hirer or persons present during the period of the hire, or for any third-party claims arising from the organisation or management of the event by the Hirer.

20. MVHC reserves the right to refuse the bookings and, in the event of a breach of these conditions, to close down proceedings and have the Hall cleared.

Keys and Hall Access:

21. The Hall can be accessed by a code lock on the main doors. The code is changed regularly but will be given to the Hirer 24 hours ahead of the hire period. The padlock on the double gates accessing the car-park can be opened using the same code. **There is no ACTIVE security alarm in the Hall.**

For your Safety:

22. The Hirer is responsible for reading the Risk Assessment for Minsterworth Village Hall and give consideration of its contents in planning the event. Should the Hirer consider it necessary to draw up a separate Risk Assessment for their event, the Hirer is responsible for its contents/application and not MVHC. We do not require a copy of your risk assessment.

23. The Hirer is responsible for the Health and Safety of all members, guests and their visitors during the period of hire.

24. The Hirer must comply with all Health and Safety signs and regulations and be aware of the evacuation procedures and the locality of the Fire Escape routes. It is recommended that all members, visitors and guests are alerted to emergency evacuation. **There is no fire alarm in the building.** The Muster Point is sign posted in the far-right hand corner of the inner car park There is a fire extinguisher in the Hall and a fire blanket in the kitchen. Telephone 999 or 112 from mobile phones for emergency services. **YOU ARE AT MINSTERWORTH VILLAGE HALL, MAIN ROAD (A48), MINSTERWORTH, GL2 8JH.**

MVH's what three words are '**vital. garden. honey**'

25. Minsterworth Village Hall has a timber-build roof structure, therefore we do not permit any naked flames in the Hall. Battery-operated candles and lights are permitted. Fairy lights are allowed providing they are PAT tested and not hung near lights or heaters.

26. Pyrotechnics/fireworks are not permitted. On no account should any bonfires be set up.

27. Only professionally designed BBQ's are permitted. They must be mounted on a stand and sited on the grass area to the side of the Hall, eg near to the garages, and definitely not on the patio. Fire pits must not be placed directly on the grass or any other areas. Disposable/portable BBQs designed to be used on the ground or tables are not permitted.

28. All portable electrical equipment brought into the Hall must be in a fit and working order and have PAT test stickers displayed.

29. Ladders should not be used. Ladders stored in the Hall store cupboard are for MVHC use only.

30. Children should be supervised whilst on MVH premises at all times. Please be aware of the drop down from the boundary wall onto the A48 verge along the front of the Hall.

31. The Hirer is responsible at all times for the security of the Hall. If left unattended the doors **must** be locked.

32. All accidents should be recorded in the Accident Book (behind the bar in the Legion Room) and the Booking Secretary informed. There are basic First Aid kits held in the kitchen and the Legion Room. There is a Defibrillator located on the wall outside the Hall's main doors to the left of the outer doors when facing the Hall. To activate the defibrillator, phone 999 and the ambulance service will give you the code to open the cabinet. Once opened, the defibrillator gives verbal instructions on its use.

33. All spillages must be cleaned up immediately. There are brushes, mops etc in the kitchen beside the fridges.

34. The Hirer's attention is drawn to the ramp access at the rear of the building; care should be taken in the winter months and a grit bin is located outside the kitchen door. Care should also be taken on the patio during inclement weather.

Parking:

35. There is ample parking inside the double gates and an overflow car-park is accessible at the end of the first parking area. There are two marked designated disabled parking spaces adjacent to the rear patio which access a ramp leading to the Legion Room doors:

a. There is no public parking on Ellis Bank. Please do not annoy our neighbours by parking there.

b. Should any visitors wish to leave a car over-night, this must be arranged with the Booking Secretary. Overnight cars must be moved to in front of the car park gates and parked opposite the hall main doors as the gates must be locked at the end of the hire period. Cars left over-nights are the responsibility of the owners. There is a fee of £10 for camper vans overnight. This must be pre-arranged and booked with MVH. If you wish to use a camper van overnight, then please park in the inner car park and lock the gates

c. Parking in the car-parks is at the risk of the owners.

d. Car park gates must be locked at the end of the hire period. Please rotate the barrels so as not to leave the code visible.

Care of the Building:

36. It is against the Law to smoke or vape in any part of the building. There is a dispenser for cigarette butts on the wall to the right of the front entrance door.

37. MVH is a heritage building, please **do not** use pins, Sellotape or Blu-tak on the plastered walls. Pins and Blu-tak may be used on the black timbered beams. There are also hooks which can be used for temporary decorations

Use of the Kitchen:

38. The Hall's catering kitchen is well-equipped with a double oven range and induction hob, microwave, kettles, tea urn, fridge, freezer, dishwasher and warming cabinet. All pans, cutlery and crockery are available for use, along with glassware in the Legion Room bar. Do ensure all equipment is used according to instructions (on the kitchen wall) and left in a clean and dry condition. The Hall does not supply kitchen knives or tea-towels. The fridges can be switched on 24 hours ahead of the event if required.

39. Please deposit all rubbish in the appropriate bins outside the kitchen doors. Please do not put rubbish bags in the Blue (recyclables) bin as the refuse collectors will not empty the bin!

a. When using the dishwasher, please remove all foodstuffs from plates before loading the dishwasher

b. The dishwasher instructions can be found adjacent to the machine.

c. This is a catering dishwasher; detergent and rinse aid are dispensed automatically. There is no need to add tablets.

IF WE HAVE TO UNDERTAKE ADDITIONAL CLEANING DUE TO THE KITCHEN OR ANY AREA OF THE BUILDING LEFT UNCLEAN, WE WILL INVOICE YOU AND DEDUCT THE APPROPRIATE AMOUNT FROM THE DEPOSIT

Marquees, Yurts and Overnight Camping:

40. The Hirer must not bring marquees, tents or yurts to the Hall without first obtaining permission from the Booking Secretary. There will be an additional charge for this:

- a. Camping (tents) is permitted on the far field at a cost of £10 per tent. This allows for access to the hall toilet facilities, kitchen etc., overnight if needed, and the hirer is responsible for overnight security of the hall.
- b. Camping (campervan or caravan) must be parked on the car park hard-standing area at the cost of £10 per campervan/caravan. This allows for access to the hall toilet facilities, kitchen etc., overnight if needed, and the hirer is responsible for overnight security of the hall.
- c. No campfires or charcoal BBQs are allowed (including disposable BBQs).
- d. All individuals camping over-night must adhere to the noise conditions.
- e. Please ensure the Hall is kept locked over-night.

Leaving the Building:

41. All evening events must finish **by 00.00 hrs** and all guests must be clear of the premises **by 00.30 hrs**:

- a. It is the responsibility of the Hirer to ensure that guests depart the Hall and car-parks in a quiet and respectable manner (we have residents nearby).
- b. A flat rate noise deposit will be taken with any booking finishing on or after 23.00 and the deposit withheld should MVHC receive a written noise complaint within three days of the event.

42. **Please leave the building clean and tidy.** There is a separate closedown Check List in both the kitchen and in the lobby at the front door.

Accessibility:

43. The Hirer is responsible for ensuring the accessibility needs of all guests or visitors are met. There are two disabled parking bays at the back of the Hall leading to a ramp to access the Hall via the Legion Room. There are disabled toilet facilities with an alarm system. The Use of the Hearing Loop is discussed in paragraph 6h.

Outdoor Space: Fields and Patio

44. It is **vital** that you do not use the red upholstered chairs or the green felt topped tables outdoors. There are black plastic chairs stored in the first garage for outside use. The garage key is attached to a yellow strip of plastic and stored in a container on the kitchen windowsill.

45. No BBQ's (professional or personal) or food preparation/cooking on the patio please

46. Hire of the Hall includes access to both the grassed area beyond the patio, and to the football field adjacent to the Hall.

Conditions accepted when terms signed below and/or the Terms and Conditions box is ticked on the online Hallmaster booking system for Minsterworth Village Hall:

SIGNATURE: _____

NAME: _____

DATE: _____

Version: June 2024