

Stainforth Village Hall - Terms and Conditions of Hire

1. Booking, Capacity, and Charges

- **Age Limit:** Hirers must be at least 21 years old.
- **Max Capacity:** Total occupancy must never exceed **40 people**.
- **Hours & Hard Stop:** Bookings are strictly limited to between 8:00am and 10:00pm. This is a **strict absolute curfew**. Events must finish earlier to ensure all cleaning, packing down, and building lock-up are entirely completed so everyone has departed by 10:00pm.
- **Setup/Pack down:** Preparation and cleaning time must fit within your booked hours.
- **Refundable Deposit:** A **cleaning and damage deposit** of £100 is required for all bookings. This will be refunded within 7 working days after the event, subject to a satisfactory inspection of the premises.

2. Public Liability Insurance

- **Hall Insurance:** The hall's insurance covers the structural safety of the building and standard, non-commercial private hires (e.g., family birthday parties).
- **Commercial Hirers:** Any commercial, corporate, or regular organised group hirers (e.g., fitness instructors, businesses, external caterers, or paid children's entertainers) **must provide a valid copy of their own Public Liability Insurance** before the booking is confirmed.
- **Hirer Property:** Stainforth Village Hall Committee (SVHC) accepts no responsibility for the loss, theft, or damage of any equipment or personal items brought into the hall by the hirer or their guests.

3. Access, Emergency Vehicles, and Parking

- **Emergency Vehicle Access:** The private drive is a **designated emergency access route**. It must remain completely clear of all stationary vehicles at all times. A single blocked vehicle prevents emergency services from reaching both the hall and the attached home and homes up the lane.
- **Loading & Unloading:** Vehicles may stop briefly at the hall entrance to drop off or collect equipment but **must be moved immediately** after. Drivers must remain with the vehicle during this time.
- **No Parking:** There is absolutely no parking on site or down the drive for any guests, organisers, or suppliers.
- **Guest Parking:** Guests must park legally and considerately, **there is a public pay and display carpark in the village**.
- **Neighbour Access:** Hirers must ensure no guest blocks local residential driveways or access ways in the village centre.
-  **Important Traffic Safety Notice (Private Driveway)** The access route immediately outside the Village Hall is a private drive with active vehicle traffic and a designated fire escape and emergency vehicle route.
- **!!Hirers' Responsibility:** You must inform all event attendees, performers, and visitors to exercise extreme caution when walking up to or exiting the hall.

4. Noise, Behaviour, and Village Harmony

- **Attached Residence:** The village hall is directly **attached to a residential dwelling**. Hirers must strictly respect the peace of our neighbours.
- **Music & Volume:** Sound volume must be kept at a reasonable, low level at all times.
- **Doors and Windows:** All external doors and windows **must remain fully shut while** music or amplified sound is playing to prevent sound leakage.
- **Curfew:** All music and amplified sound must stop strictly by 9:45pm.
- **Anti-Social Behaviour:** Illegal drug use, excessive drunkenness, foul language, aggressive behaviour, or any form of anti-social conduct is strictly banned. This applies **both inside the building and outside** on the private drive and surrounding areas.
- **No Smoking, Illegal Drug use, Vaping:** Smoking, illegal drug use and vaping are strictly prohibited **everywhere inside the building, outside the building, and along the entire length of the private drive**.
- **Departure:** Guests must leave the building and the private drive quietly by 10:00pm.
- **No Outside Space:** The hire includes the inside of the building only. Guests cannot congregate, drink, or smoke on the private drive or outside the building.

Compliance with Code of Conduct & Safeguarding

- **Policy Agreement:** The Hirer acknowledges receipt of the Village Hall Code of Conduct Policy and agrees to ensure that all attendees, performers, and guests strictly adhere to its standards while on the premises or perimeter grounds.

5. Alcohol and Licensing

- **SVHC Approval:** The sale or supply of alcohol is strictly prohibited unless prior written approval has been granted by SVHC.
- **Licensing Laws:** If alcohol is to be sold, the hirer must obtain a Temporary Event Notice (TEN) from the local licensing authority. A copy of this license must be given to SVHC before the event.
- **No Sales to Minors:** The hirer must strictly enforce legal drinking age limits. No alcohol may be served or sold to anyone under the age of 18.
- **Responsible Consumption:** The hirer is responsible for ensuring alcohol is consumed responsibly in accordance with Licensing Act 2003. Drunken or disorderly behaviour will result in immediate termination of the hire.
- **Music:** It is the hirers' responsibility for holding the relevant licence or determining whether the Village Hall hold licences that are required in respect to any activity in the hall.
- **Performance:** Performances or activities involving danger to the public or of an explicit nature are not permitted.

6. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the Village Hall in contravention to the law regarding Gaming, Betting and Lotteries.

7. Booking

Once the booking is confirmed a key code will be sent prior to the event, in the event of key not being returned a fee of £40 will be taken from the deposit.

The Village Hall reserves the right to cancel a booking (which maybe at short notice) in the following circumstances:

- If the premises is required for Parliamentary or Local Election, By-Election, Referendum or any such poll.
- If the Village Hall reasonably considers that such hiring will be in breach of the Licensing conditions, if applicable, or other legal or statutory requirements. Unlawful or unsuitable activities will take place at the premises as a result of the hiring.
- If the premises become unfit for the intended use of the Hirer (in the opinion of the Village Hall or per Government Guidance)
- If an Emergency requiring use of the premises as a shelter for victims or those at risk of flooding, snowstorm, fire, explosion or other similar disaster and also for the use of the emergency services as a command hub.

In any such case the hirer is entitled to a full refund of any monies paid, but the SVHC shall not be liable for any resulting direct or indirect loss or damages whatsoever.

- **Cancellations:** For a full refund, written cancellation up to 14 days before, 50% refund up to 48 hours before.
- **Right to Refuse:** SVHC reserves the right to cancel bookings, evict parties, or retain deposits if any of these terms are breached.

8. Film Shows

Hirers should ensure that they have the appropriate copyright licences for showing a film. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

9. Safeguarding Children and Vulnerable Adults

- **Hirer Responsibility:** The hirer is fully responsible for the safety, protection, and well-being of all children and vulnerable adults present during the booking complying with the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006.
- **Supervision:** Children and vulnerable adults must be properly supervised by responsible adults at all times. They must not be left unattended inside the hall or along the private drive.
- **Regulated Activities:** Any groups running commercial, educational, or organised activities for children or vulnerable adults must have a valid Safeguarding Policy in place and ensure all staff/volunteers hold current Disclosure and Barring Service (DBS) checks.

10. GDPR Data Protection Statement (Minimal Holding Compliance)

In accordance with the ACRE Data Protection for Village Hall Guide SVHC acts as the Data Controller.

11. Animals

The Hirer shall ensure that no animals (including birds) are admitted except assistance dogs.

12. Protection of the Fabric of the Building

- **Wall Damage:** Hirers **must not use Blu-Tack, adhesive tape, nails, tacks, screws, pins, or staples** on any walls, woodwork, doors, or fixtures.
- **Decorations:** Any decorations must be freestanding or attached only to designated hanging points.
- **Prohibited Items:** The use of glitter, confetti, party poppers, indoor fireworks, helium balloons, tea-lights, candles and Chinese lanterns is strictly banned.

13. Heating

The hirer shall not interfere with the heating system and is responsible for ensuring that no unauthorised heating appliances are used on the premises without consent of the VHC. Portable liquified propane gas (LPG) heating appliances shall not be used.

All heaters are remotely controlled via WIFI and should not be changed. If heating adjustment is needed send a text message to the contact number provided and we can make the necessary adjustments.

14. Electrical Safety (PAT Testing)

- **Hirer Equipment:** Any electrical appliances brought into the hall by the hirer (e.g., sound systems, laptops, slow cookers or entertainment equipment) **must be safe, visually undamaged, and PAT tested.**
- **Overloading:** Hirers must not overload electrical sockets or daisy-chain extension cables.

15. Cleaning, Kitchen, and Handover Expectations

The hall must be **left exactly as found**. Failure to meet the cleaning standards set out below will result in the partial or full loss of your deposit:

- **Coir Mat:** The heavy-duty **coir mat** at the main entrance must remain properly in place at all times to prevent wet floor slip hazards.
- **Kitchen:** The kitchen must be left thoroughly clean, tidy, and wiped down.
- **Oven:** If used, the **oven must be completely cleaned** and free of grease and food debris.
- **Dishwasher:** The **dishwasher must be fully emptied** and left clean at the end of the hire period.
- **Toilets:** All **toilets must be cleaned**, basins wiped down, and bins emptied.
- **Main Hall:** Floors must be swept, spills mopped up, and all tables and chairs cleaned and returned to their original storage positions.
- **Rubbish:** **Hirers must take all rubbish away** from the site when they leave. No rubbish may be left in the hall or on the private drive.
- **Securing:** The hirer must ensure all lights are off, kitchen appliances are switched off and all doors and windows are securely locked before departure.

16. Fire Safety and Emergencies

- **Exits:** The hirer must keep all fire exits completely clear.
- **Briefing:** The hirer must locate fire extinguishers and exits before the event starts.
- **Evacuation:** In an emergency, the hirer is responsible for safely evacuating all guests (max 40) down the private drive.
- **Assembly Point:** In the event of a fire, everyone must exit the building and assemble safely on the **Village Green**.