

Bampton Memorial Hall - Terms & Conditions of Hire

As you (the Hirer) would expect, hiring the Memorial Hall is bound to have a number of conditions attached (the small print). We (Bampton Memorial Hall) have put these Terms and Conditions in place to try to ensure:

1. Users are kept safe
2. No damage is caused
3. No disturbance is created
4. Legal requirements are met
5. The premises remain clean and tidy
6. The financial arrangements are laid out

These conditions have been grouped to try and make them easier to look through, and it is important that you are familiar with the details. Please take the time to read them carefully.

Insurance

We are insured against any claims arising out of our own negligence and our public liability cover extends to cover non profit making, ie non-commercial hirers. Our public liability cover is displayed in each of the village halls.

Payment

Invoices must be paid within 14 days of receipt from the Village Hall Treasurer. You are liable for any breakages, damage or additional hours, the costs of which will be added to your final invoice.

Cancellation

If you cancel your booking less than 7 days before your function, and a replacement booking is not found, we may, at our discretion, require payment of hire charges and/or withhold all or part of your deposit.

We reserve the right to cancel, in writing (email or paper mail), any bookings in the event of the premises being required for repairs/decoration. If possible, this will be at least 3 weeks in advance of the date booked.

We will cancel the hiring if we consider:

- a) the hiring would lead to a breach of the licensing conditions, or other legal or statutory requirements
- b) unlawful or have unsuitable activities would take place at the premises
- c) the premises have become unfit for the use intended by you

If we cancel the booking as in the above two points you are entitled to a refund of any deposit or hire fees already paid, but we will not be liable for any resulting direct or indirect loss or damages whatsoever.

Optional extras – and things which may require prior Committee approval

Please let us know if you would like to use bar glasses, these are stored separately from the kitchen.

For the Small Hall, we have a portable screen that is available for use if required

If you wish to use candles or anything that could be a danger, you must have written approval from us.

No alterations or additions may be made and no fixtures, fittings or attachments to the fabric of the building are allowed to be installed (eg placards, decorations, electrical equipment) without written approval from us. You are responsible for removing any of these items at the end of the hiring. Anything remaining on the premises at the end of the hiring becomes our property unless agreed beforehand. You must make good, to our satisfaction, any damage caused to the premises by their removal

There are display boards in the Small Hall, which can be used for display purposes. The displays can only be attached using Velcro dots. Please discuss this with the Booking Clerk before hiring.

We accept no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is excluded. All property, other than that stored on the premises by agreement, must be removed at the end of each hiring. We may dispose of any such items as we see fit after 7 days.

Tidying up – please do, and make sure

Everything is clean and tidy (like you found it, we hope) AND ALL RUBBISH REMOVED. There is NO provision for the collection of rubbish from the hall so please take it home with you or dispose of it in a responsible way.

We will charge you for any additional cleaning which may be required. Please let the Bookings Clerk know if you found the hall untidy and/or dirty.

All equipment, chairs and tables are put back tidily in their storage positions.

All lights, heating, water heating are switched off. If these are not switched off there may be a charge.

All doors and windows are securely locked.

You make a note of any damage/breakages that may have occurred and report them to the Bookings Clerk.

Kitchen and hygiene

You must comply with Food and Hygiene regulations when preparing, serving or selling food.

Please bring your own tea towels.

Children must be supervised in the kitchen at all times by a responsible adult aged 18 or over.

Requirements – you need to make sure that

Access to the recycling bins is maintained at all times.

Car parking arrangements are controlled so as to avoid obstructing the road and emergency evacuation area.

When using the stage any user is made aware of the dangers of falling off.

Care is taken when lifting, especially the tables and chairs.

A minimum of noise is made on arrival or departure, particularly late at night or early in the morning.

Any failure of equipment belonging to us is mentioned to the Booking Clerk as soon as possible.

Prohibitions – things you are not to do

Not sub-hire or use the premises for any purpose other than you described on the Booking Form

Not use the premises for any unlawful purpose.

Not allow more than the permitted number of people in each hall (see Notes at the end of these T&Cs).

Not disrupt any area hired by others or make excessive noise, and if we ask you, reduce the volume levels. Please advise performers of this condition.

No smoking, vaping or using e-cigarettes on the premises.

Not allow drugs on the premises.

Not allow animals on the premises except Guide Dogs.

No mains voltage electrical appliances can be brought onto the premises for use unless they are certified safe, and used in a safe manner. Residual current circuit breakers (RCCBs) must be used where appropriate.

No LPG appliances or highly flammable substances are allowed on the premises.

Legal requirements – must do from our licenses and legislation

If you want to sell/supply alcohol in return for payment or within a ticket price, you are able use the Village Hall Alcohol Licence and a member of the Village Hall Committee to serve your alcohol, please discuss with the Bookings Clerk.

Or if you wish to sell/supply alcohol in return for payment or within a ticket price and wish to obtain your own licence, please be aware that you need to apply to Eden District Council and allow sufficient time for this procedure. You will need to provide a competent and responsible person to undertake this role.

You must appoint sufficient numbers of competent people, aged 18 or over, to provide adequate supervision throughout the hire period to ensure that you comply with these Terms and Conditions and Health and Safety legislation.

The behaviour of all people using the premises, whatever their capacity, must remain under control.

Smoking is not allowed in the buildings or main hall entrance porch.

Any 3rd party services you use must have adequate public liability insurance to cover their own equipment and personnel involved with that service.

you must ensure that any function subject to licensing restrictions is completed within the licensed hours. The types of function and the hours are listed in the Notes at the end of these T&Cs.

You must observe age-restrictions to films rated by the British Board of Film Classification.

You must ensure that children are adequately supervised at all times, that any activities for children are suitable.

Please bring your own disinfectants, as we are not permitted to leave these products unsecured.

You must comply with Fair Trading laws and any applicable code of practice if you sell goods on the premises.

Fire and Accidents – what to do

In the Halls there are copies of our fire procedures on the information shelf in the kitchen and a plan showing the location, type of fire equipment in the building(s), and the fire exit doors. It is your responsibility to know what to do and to keep fire exits and exit routes clear.

There is a fire alarm system by the main door in the main hall. Please make yourself familiar with how the system works.

All hirers must appoint a Fire Marshal, who is responsible for knowing what to do in the case of a fire.

If there is an accident, you must complete the relevant section in the Accident Book, located on the Information Shelf in the kitchen. All accidents and near misses must be reported to our Booking Clerk as soon as possible who will ensure the H&S consultant will complete RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) forms if necessary.

If you have any Health & Safety concerns please contact the Booking Clerk.

If you require further clarification on any of the above conditions please contact the Bookings Clerk.