

# SHEPTON MONTAGUE VILLAGE HALL

Shepton Montague, Wincanton, Somerset BA9 8JQ

Hall – 30ft by 15ft, ith kitchen, toilets, carpark.

To hire the Hall the Hirer must complete and sign the booking form and return it to the Booking Secretary, Sarah Westropp on 07803 354199

email: [swestropp@btinternet.com](mailto:swestropp@btinternet.com).

Payment of all charges must be made at the time of booking.

## Terms and Conditions of Hire

These conditions apply to everyone hiring the Village Hall. If any Hirer is in any doubt as to the meaning or implication of any terms of the agreement they should consult the Booking Secretary.

The Hirer must be 21 years or over and accept responsibility for being in charge of, and present on, the premises at all times.

### 1. Care of Premises

The Hirer, during the period of the hire, will be responsible for the good care of the premises, the fabric and the contents, the health and safety of themselves and all members of their group (see **Indemnity and Insurance** below).

### 2. Use of premises

The Hirer must:

- a) Only use the premises as detailed in the Booking Form;
- b) Not allow any sub-hire of the premises;
- c) Not allow the premises to be used for any unlawful purpose or in any unlawful way; and
- d) Ensure that nothing in relation to the use of any part of the premises contravenes the law relating to gaming, betting and lotteries.

### 3. Damages/deposit

A refundable deposit against damage may be required, at the discretion of the Bookings Secretary, and paid at the time of booking. The deposit will be refunded following the hire after a Hall inspection by the Bookings Secretary to ensure it has been left in a satisfactory condition (see **End of Hire** below). Should the Hall be left in an unsatisfactory condition, the Hirer will be responsible for an additional cleaning charge of £25 per hour, minimum one hour.

### 4. Breakages/damage

Breakages and damage must be reported to the Bookings Secretary immediately. The Hirer is responsible for all costs of repair/replacement of damaged items.

## **5. Electricity**

The electricity meter will be read at the start and end of the hire period. The Hirer will be charged for electricity used at the prevailing rate.

## **6. Key**

The key must be returned to the Bookings Secretary within the agreed timescale. Should the Hirer mislay/fail to return the key, the hirer will be responsible for the cost of replacing the locks and new keys.

## **7. Fire Safety**

It is the responsibility of the Hirer to familiarise themselves with fire exits and fire extinguishing equipment. No candles, night lights or other naked flames are permitted anywhere on the premises. The use of fireworks within the perimeter of the Hall and its grounds is prohibited.

## **8. Electrical Safety**

No additional electrical equipment, including heaters or catering equipment may be used without the express permission of the Trustees. Any additional electrical equipment must be PAT tested before being brought into or used in the Hall.

## **9. Indemnity and Insurance**

- a) The Hall is insured only against any claim arising out of its own negligence.
- b) If the Hirer is using third party sub-contractors the Hirer must obtain proof of public liability insurance from the supplier prior to the event.
- c) The Hirer, and persons employed by them, are NOT covered by any insurance effected by the Hall in respect of employer's liability, and must make their own arrangements as to such insurance.
- d) The Hirer, by signing the booking form, undertakes to indemnify the Trustees absolutely in respect of any loss, damage and injury to persons or property or other costs arising out of the hiring.
- e) The Trustees do not accept responsibility or liability for damage to, or loss of, any property taken to or left on the premises by any Hirer or any other person at the Hall as a result of the hiring.
- f) The Trustees do not accept responsibility or liability for any injury suffered by the Hirer or by any person attending the premises during the period of the hiring.

## **10. Accidents**

A First Aid Kit is located in the kitchen wall cupboard next to the cooker. The Hirer should report any accidents, including injury to the public, as soon as possible to the Bookings Secretary. A relevant report must be completed in the Accident Book in the kitchen.

## **11. Noise**

Please avoid unnecessary noise and respect the neighbours, especially when leaving the building at night.

## **12. Smoking**

Smoking is not permitted anywhere on the premises and cigarette butts/litter must be removed from the carpark.

### **13. Dogs**

No dogs (except guide/assistance dogs) are allowed in the building.

### **14. Carpark**

The carpark is adjacent to the Hall. The Hirer is responsible for proper supervision of car parking arrangements and ensuring that no obstruction of the highway occurs. The Trustees accept no liability for any damage to, or theft of or from, vehicles in the carpark.

### **15. Children**

- a) All children must be supervised by the Hirer, or by an appropriate adult nominated by the Hirer, who must remain on site throughout the hire period.
- b) The Hirer must ensure that any activity for children complies with the provisions of The Children Act 1989.
- c) No children's party may be held at the Hall without the presence of sufficient responsible adults.

### **16. End of Hire**

At the end of the hiring period the Hirer must ensure that:

- The premises are left in a clean and tidy condition.
- All furniture is returned to storage positions within Hall (i.e. tables wiped clean and folded against wall, chairs stacked).
- All kitchen items are returned clean to the kitchen cupboards/drawers.
- All work surfaces and equipment (including kitchen, hob/oven) are left clean.
- Toilet facilities are left clean and bins emptied.
- All rubbish/recycling is removed from the premises (including from carpark and garden).
- The fridge is clean and empty, turned off and left with the door open.
- All windows and doors are shut on vacating the Hall, and lights are turned off (including exterior light).
- **Wall heaters, cooker and hot water boiler are switched off.**

**Shepton Montague Village Hall Trustees reserve the right to refuse any application which they consider to be unacceptable.**