

# **TERMS AND CONDITIONS FOR THE HIRE OF TAVERHAM VILLAGE HALL**

## **Care of the Hall**

1. The hirer should be over 18 years of age and will be responsible for the supervision of the room(s) hired.
2. The Secretary will secure a security deposit with each booking by occasional hirers. Please read the care of the hall leaflet attached and you are reminded that posters, balloons, banners, or any other display materials are not permitted to be attached to the windows, walls, floors, ceilings, or doors by any method. Once the hall has been checked and found in a satisfactory condition your security deposit will be returned to you. (or cheque destroyed).
3. **All Hirers** will receive the following paperwork with their booking confirmation – checklist for hirers, safety checklist and fire safety checklist. Each one must be read to ensure the care of the hall and safety of all hall users. All documents must be read by the hirer as being part of the Terms and Conditions. The Secretary will ask the hirer to keep these for all future bookings and confirm that they have them when they make their next booking.

## **Payment**

1. Payment by Occasional Hirers will be made to the Secretary **2 weeks prior to hire date**.
2. Payment by Regular Hirers will be made to the Treasurer within 30 days of receipt of invoice.
3. Payment by Ad-hoc Hirers will be made to the Secretary via monthly invoice as agreed by the Secretary. Payment of invoice **must** be paid within 30 days.
4. As a registered Charity TVHC will seek legal action for all nonpayment of accounts.
5. Hire rates will be reviewed annually and increased by the date and amount agreed by TVHC.

## **Cancellation**

1. If a hirer wishes to cancel the booking with less than a month's notice and the Secretary is unable to rebook the hall, the question of payment shall be at the discretion of TVHC.
2. The Committee reserves the right to cancel the hiring in the event of the hall being required for use as a Polling Station, in which case the hirer will be entitled to a refund of any monies already paid.
3. In the event of the hall or part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the hirer for any resulting loss or damage.
4. **On occasion** it may be necessary to cancel or change a regular booking due to the following: twice yearly performances by The New Taverham Players, or Taverham Band. You will be advised of this when you commence your regular booking, by the Secretary.

## **Alcohol, Gaming and Other Licences and Regulations**

1. The intention to consume alcohol or to give away as prizes while on the premises must be reported to the Secretary at the time of booking. The Secretary can then give the hirer the current legal requirements in addition to those imposed by TVHC.
2. The hirer should comply with all current legislation regarding Food Hygiene (if preparing and selling food), Food Safety Act, Health and Safety Act, Electricity at Work Regulations (if bringing electrical equipment onto the premises), and the Children's Act for activities for children under eight. Plus any additional Government Guidelines that may be in force at time of hire.

3. The hirer shall not use the premises for any purpose other than described in the hiring agreement and shall not sub hire or allow the premises to be used in any un-lawful way.
4. No dogs except guide dogs are allowed unless prior arrangement with TVHC has been arranged.

### **Fire Safety**

1. The hirer must recognize their legal obligation in respect of fire safety.
2. The hirer shall be responsible for ensuring all fire safety checks are followed as set out in the fire safety checklist and that the required fire safety announcements are made.
3. All regular hirers should comply with current regulations relating to their given activity and it is their responsibility to ensure they are aware of these.
4. The hirer shall not exceed the maximum room capacity as detailed by the Secretary.

### **Insurance / Risk Assessment**

1. All hirers shall be responsible for checking the room they are hiring for its suitability for the activity taking place and for deciding if risk assessment or public liability insurance will be required. The Secretary can provide guidelines if required.
2. All hirers shall insure and be responsible for their own equipment used or stored at the hall as TVHC accepts no responsibility for any loss or damage.
3. TVHC will not hire to any commercial hirers, or children's groups who do not have public liability insurance.
4. All children's groups and commercial hirers will have to provide copies of their public / employment liability insurance.

### **Car Park and Hall Closure Time**

All bookings should be finished by 10.30 p.m. Should you require a later finish this must be requested through the Secretary. For your information, the car park gates are locked by 11.00 p.m. every night.

### **First Aid and Accidents**

**You must inform the Secretary of any accidents so that the incident can be reported as required by RIDDOR** (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

### **Complaints**

In the event of any problems or complaints please inform the Secretary who will make every effort to resolve the issue. If you feel that the matter needs to be taken further, please contact the Chairman (phone number and address on the notice on the front door). If you are still unhappy, you can ask to have your case presented direct to the Taverham Village Hall Committee who meet during the third week each month at 7.00 pm and their decision will be final. No meetings are held in August and December.

Last review date April 2021