

GOTHERINGTON VILLAGE HALL TERMS AND CONDITIONS OF HIRE

Last update: 04/04/22

1. Booking:

1. The Hirer must be over 18 years of age.
2. The minimum period of hire is one hour and must include time to set up and clear away.
3. Reservations must be made with the Hallmaster Administrator. The Hallmaster Administrator must receive cancellation of a booking at least two weeks prior to the booking. **Failure to do so could incur a full charge.** Where payment has been made by PayPal, any refund made will have PayPal's administration fee deducted.
4. A 4-digit numerical code will be given out when making the booking. This code will only be available to use for the booking period.
5. We do not allow any equipment from the Village Hall to leave the building

2. Hirer's Responsibilities:

1. The Hirer should ensure that good order is kept at all times, by those in attendance, on arrival, inside the hall, and on departure.
2. The Hirer should take reasonable care to ensure occupants of neighbouring properties are not inconvenienced by noise, vehicle obstruction, etc.
3. Animals are not allowed in the hall (with the exception of guide and hearing dogs).
4. The Hirer will be responsible for the loss of or damage to any items, fixtures or fittings at the hall. Any such loss or damage must be reported to the Hallmaster Administrator and confirmed in writing, without delay.
5. The store cupboard contains play equipment. Only the groups to whom it belongs may use it. **IT IS NOT FOR GENERAL USE.**
6. All waste should be placed in appropriate containers either in the kitchen or in the relevant bins outside. Perishable foods must not be left on the premises.
7. Tables should be cleaned and returned to their original position. Chairs should be stacked no more than 6 high, facing the wall, in their original position.
8. The Hirer is responsible for leaving the hall, toilets and kitchen in a clean and tidy condition. If extra cleaning is required by the cleaner after a booking, the cost will be charged back to the Hirer. Please be mindful of the following hall user and leave the hall as you would wish to find it.
9. Before leaving the hall, please ensure ALL lights and power points are turned off. ALL doors and windows must be securely closed.

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3. Health & Safety:

THE SAFETY OF USERS MUST TAKE FIRST PRIORITY AT ALL TIMES

10. Smoking is NOT permitted in any part of the building.
11. The Hirer is responsible for fire safety for the duration of their booking. The Hirer, on arrival at the hall, must familiarise themselves with the fire procedures displayed on the notice board.
12. Fire extinguishers and heaters must not be tampered with.
13. Fire exits must not be opened unless in an emergency. Fire exits must be kept clear at all times.
14. In the event of a fire, the Hirer must supervise safe clearance of the hall and assemble the users at the rear, in the car park. There is no telephone at the hall.
15. The Hirer or his/her representative must contact the emergency services.
16. The Hirer is responsible for First Aid. A basic First Aid kit is located in the kitchen. Any accident on the premises must be recorded in the Accident Book, located in the kitchen, and also reported to the Hallmaster Administrator.

4. General:

1. The Management Committee does not accept any responsibility for loss of or damage to personal belongings, money or other articles belonging to those making use of the hall.
2. We reserved the right to stop any entertainment or meeting not properly conducted. Right of entry to the building during such entertainment or meeting is reserved to the officials and any police officer.
3. We do **NOT** have a premises licence. Alcohol may be consumed on the premises but under no circumstances may be sold. If alcohol is to be sold or is included in the price of entry to an event for the period of hire, the Hirer will be held responsible for complying with the Licensing Laws and Regulations and must arrange a Temporary Events Notice from Tewkesbury Borough Council.
4. Playing of live or recorded music is permitted in the hall. The Hirer must be mindful of those residents located near to the hall. Music must not be played after 11pm on weekdays or Sundays, or after 12pm midnight on Saturdays.
5. Bouncy Castles, where play equipment and/or bouncy castles are being used during the period of hire the hirer shall accept responsibility for ensuring that the equipment/bouncy castle is erected, secured and operated in full compliance with manufacturer's instructions. The hirer is also responsible for always ensuring proper adult supervision when equipment is in use.

Where the equipment and/or bouncy castle is hired and operated by a 3rd party provider, the hirer shall ensure the supplier has liability insurance in place and that the hirer complies fully with 3rd party hire terms.

If the supplier does not have adequate insurance, then the hirer is responsible for ensuring that they provide the necessary insurance. Home insurance may cover liability protection cover but you will need to confirm this with your insurance company before proceeding.

These conditions apply when using the bouncy castle inside the building and when using the bouncy castle outside on Freeman Field.

It is the Hirer's responsibility to ensure that such equipment is properly insured.

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5. Codelock

The unique codelock code **** has been allocated for your booking. This will be valid for the duration of your booking. Your booking time is to include setting up and clearing away at the end. Very often another booking will follow on after your event.

Please ensure that you and your guests park with due consideration to our neighbours leaving driveways and pathways clear.

We are unable to employ a cleaner between each booking so do ask that you clean any tables used and return them along with any chairs to their storage unit. Please bring a basic cleaning kit with you to include surface spray, kitchen roll and washing up liquid as these items are not always available.

Please empty all bins and ensure the toilets, kitchen and hall are left as you would wish to find them and the building is left secure when you leave. If the outside green and blue bin lids will not close fully then please take all rubbish and recycling away with you.

These Terms and Conditions have been applied to help all hall users to have a pleasant experience of the hall, whilst being mindful of subsequent users and the neighbours

Please enjoy your time and if you feel there is something we can do to make your experience even better, do not hesitate to mention it to any committee member. We appreciate your feedback.

