

Probus Village Hall

Registered Charity No. 300593

BOOKING TERMS AND CONDITIONS

Letting Secretary

Telephone (mobile) 07749 368162

e-mail: Lettings@probusvillagehall.co.uk

Special notice to hirers

The Hall has been designated as an emergency assembly point for **Probus CP School and Probus Surgery**. In the event of a need to evacuate the school or Surgery's premises. Hirers are requested to render all necessary assistance to school/surgery staff in these circumstances. Hire charges will be waived in such an emergency.

A-Z of Terms and Conditions

Accidents - The Hirer shall indemnify Probus Village Hall against any claim which may be made by any persons resorting to the hall during the hiring in respect of any such loss, damage, or injury. In the event of an accident occurring to any person(s) in the hall, details must be recorded in the accident book, kept by the First Aid box in the kitchen.

Additional charges - Probus Village Hall reserves the right to deduct the following charges from the booking deposit as necessary:

- Any extra cleaning needed, including the dishwasher: £60 (£50 if cleaner requested on booking form)
- Electrical items or heating left on: £6.00 per hour.
- Damage to premises, to be assessed at the time.
- Rubbish left: £12.50 per bag.
- Keyholder call outs, including fire alarm set off, e.g. by D.J. smoke machines: £12.00.
- Lost front door key – to cover replacement of locks and re-cutting of keys: £75

Age Limit – No person under the age of 21 years may book the hall for any event.

Alcoholic Liquor – No person under the age of 18 years may bring in or buy any alcoholic liquor while on the premises, nor may they consume any such liquor. Failure to abide by these regulations is liable to lead to prosecution. No intoxicating liquor shall be sold on the premises unless the Hirer has obtained the necessary Licence.

The hirer is responsible for the observation of any licensing regulations and the obtaining of any licenses required. The Licensee appointed to run a bar shall

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display their temporary licence and take full responsibility to abide to the hours noted thereon.

Animals – We regret that animals are not permitted inside the hall other than assistance dogs.

Betting - The Hirer shall not contravene any Local Government regulations or laws relating to Betting, Gaming and Lotteries.

Bookings - All bookings must be made on the Booking Form. The Hirer (a named adult over 21 years) shall be responsible for the booking of the premises and should be on the premises for the whole period of the booking.

The Hirer is responsible for the safety, security and operation of the function booked, and for leaving the building secure. No changes in the proposed arrangements will be allowed without the agreement of the Management Committee, who reserve the right to cancel such arrangements if necessary. This may also apply to regular bookings.

Capacity - Hirers should ensure that attendance at any function in the Main Hall shall not exceed 200 people, and in the committee room 40 people.

Cancellation (Hirer) - Unless notice of cancellation of a booking is given to the Letting Secretary 14 clear days in advance of the letting date, full fees are chargeable. In extreme weather conditions then the hirer must inform the Letting Secretary by telephone of cancellation immediately then only a flat fee of £5.00 will be charged to cover any cost incurred.

Cancellation (Probus Village Hall) - The Management Committee reserve the right to refuse or cancel a letting at their sole discretion.

Charges – All charges shall be determined by the Management Committee. Three months' notice of changes in charges will be given.

Any deposit taken will be refunded upon return of the key, subject to the premises being left at the agreed time and in clean, tidy, and secure condition and provided there is no damage to Probus Village Hall or its contents. Any extra cleaning or unscheduled call outs made necessary by the Hirer will be charged for.

Failure to secure doors/windows of the premises will result in Hirer being liable for any resultant damage as the village hall insurance would be invalidated.

Cleaning - It is the Hirer's responsibility to leave the building in the same condition of cleanliness in which it was found, including the areas outside the entrances to the building. If you would like to arrange for a cleaner after your function, there is an additional charge of £50 for this service, but the building

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must still be left secure, and all equipment used must be put away. You will find cleaning equipment, including black bin sacks, in the cleaner's cupboard in the kitchen. All rubbish and recyclable materials must be removed from the hall by the Hirer.

Communication - Utilise the communications book kept in the kitchen for raising any issues pertaining to the hire of the hall.

Complaints - Any complaints whatsoever regarding the running of the hall or its conditions, must be made in the first instance to the Lettings Secretary.

COVID-19 - The hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, using the hand sanitiser supplied when entering the hall and after using tissues.

The hirer will undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

The hirer will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care when cleaning electrical equipment. Use cloths - do not spray!

The hirer will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or if public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

If someone becomes unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the committee room. Use tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to give their contact details if you do not

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have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and recommend that they launder their clothes when they arrive home. Inform the letting secretary.

Other special points: -

Where a sports, exercise or performing arts activity takes place: You will organise your activity following guidance issued by the relevant governing body for your sport or activity.

Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members or You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you supply is cleaned before use and before being stored in the hall's cupboards.

The hirer will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not needed when people are eating or drinking but they should be seated.

Damage - Please notify the lettings secretary of any damage to the Hall or its contents however caused.

Deposits - Probus Village Hall reserves the right to request a deposit. A £100 deposit may be needed which will be returned after the hire if all the terms and conditions of hire are met.

Decorations - We would encourage you to use decorations which do not need to be attached to any part of the building (including walls). Any decorations should put up in a manner that could not damage any part of the Hall. No bolts, nails, tacks, screws, pins, adhesive tape nor other like objects shall be affixed to any area. Blue tack should only be placed on non-porous surfaces. No alterations or additions may be made to the building or its contents/equipment.

Drugs - No illegal drugs or "Legal Highs" are to be on the premises or the grounds at any time.

Equipment - The Hirer needs to ensure the return of chairs to their original positions in the back room and the return of tables to their original positions on the trolley in the committee room.

Electrical items - The hirer may use electrical items that they have brought into the hall, however, these should be PAT tested prior to use in the hall.

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Facilities provided - The Hirer may only have access to those parts of the building and facilities agreed on booking form and is responsible for ensuring that guests are respectful of the building and its facilities.

Please note that we have wi-fi and you can obtain the password from the signs on the noticeboards.

Evening functions must finish by 11.30pm, (not including the clear-up time). Access is not permitted after the booked period, e.g., the following morning or the night before unless a separate hire is organised.

Fire safety - All hirers are expected to read the Fire Regulations within the hall. Please read the fire notices on the Notice Boards and make sure all your members are aware of them. All group leaders must keep a record of their members signing in and out of the building. Regular users must undertake an annual fire drill and inform the letting secretary of the date and time it was carried out, along with any relevant information about the hall facilities.

Fire equipment (extinguishers, blankets etc.) must not be moved or used for any other purpose than fire. All exits and entrances must be kept clear and unlocked. All passageways and Fire Exits must always be kept clear, fire doors must be kept closed and the user must be aware of emergency contact numbers should there be an alarm.

Damage to break-glasses and fire safety equipment will be charged for.

The assembly point is in the top car park by the slope to the lower car park. Charges may arise if the alarm is set off unnecessarily. If the alarm is activated, the hirer will ensure that their party safely evacuate the building and only when safe will then contact one of the designated people whose phone numbers are listed on the sign on the front door.

Force majeure - Probus Village Hall accepts no responsibility in respect of loss, accident, damage, death, or injury that may occur whilst persons are on the premises. Probus Village Hall accepts no responsibility for any loss due to the breakdown of equipment, failure of supply of electricity, leakage of water, fire, Government restriction or force majeure which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled.

Heating - Hirers are to follow the instructions for heating given on the Notices and the Notice Board. No portable electric fires/heaters are to be brought into the Hall. All heating thermostats should be turned to 15 before leaving the hall. If this is not done, the hirer may incur further charges.

Hirer's Property - The Management Committee can accept no responsibility for items left on the premises.

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Insurance - The Hirer is responsible for ensuring that they have adequate public liability insurance for their own event.

Kitchen Water Heater – is worked by key controls above the heater. Please make sure it is turned off at the end of the session. The hirer must take full responsibility for its use.

Legal Action – The Management Committee will not be responsible for any legal action taken against the hirer during the period of the hire.

Music - If live or recorded music is used at any event it must cease no later than 11.00pm unless a separate licence has been acquired for the event.

Noise – Hirers are asked to respect our neighbours and ensure that noise is kept to a minimum on vacating the hall. Complaints about noise or rowdy behaviour will jeopardise the hirer's right to future hire.

Parking – Cars are left in the Car Park at the owner's risk and must not block exits or entrances. Cars must not be parked beyond the 'No Parking' sign. This area must be kept clear in case of emergency. Overnight parking is not permitted. No parking at any time is permitted in the lane to the front of the hall.

Use of the carpark for anything other than parking for events is not allowed e.g.: car boot sales.

The car park belongs to the parish council and not the village hall.

Payment - Full payment for use of Probus Village Hall should be made within 14 days of receiving your invoice. Invoices will be issued at the end of each month, please pay using the above bank details through BACS and the reference to use is: Your name.

Private property – Property of the Hirer and the Hirer's agents must be removed by the end of the agreed period of hire or fees may be charged for each day or part thereof until this is removed. Probus Village Hall accept no responsibility for any property left on the premises after the hiring. In the case of sales of goods and/or work and on any other occasion when property is brought on to the premises for sale, all property being still unsold at the termination of the hiring will be the property of the Hirer for the purposes of this condition.

The Hirer must remove all personal equipment at the end of the hire unless separately arranged through the management committee.

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Private Events – Payment is to be made prior to the booking date to secure the booking. Any deposit that has been taken will be returned after the hire if all the terms and conditions of hire are met.

Regular bookings -

- Payment is due upon receipt of invoice, at the beginning of each month.
- Cancellation of sessions: At least 14 days' notice to be given or full hire fee is payable.
- Booking Changes: Any changes in room allocation and times should be agreed with the letting secretary and confirmed in writing at least 14 days in advance.
- All equipment, signs etc., to be put away leaving premises tidy and in good order for next users.

Responsibilities - The Hirer shall be responsible for ensuring good order is kept during the hiring. We reserve the right to put a stop to any entertainment or meeting not properly conducted. The Hirer must ensure that noise is kept to a reasonable level and hereby agrees to reduce the noise at once upon any request to that effect.

Smoking or Vaping – Smoking is not allowed in any part of Probus Village Hall including doorways. This includes e- cigarettes/vaping.

Ticket sales and copyright - If tickets are to be sold for any public entertainment, the Hirer must obtain a licence from the Performing Rights Society and shall ensure that no copyright material (music, songs, writing, drama) is performed without the consent of the Copyright holder. The Hirer shall indemnify Probus Village Hall. against any infringement of copyright which may occur during the hiring.

Under 18s - The Hirer needs to ensure that they have adequate measures in place to safeguard children from harm. When there are under eighteens on the premises, the Hirer will ensure that there is a ratio of at least 1 responsible person over 21 years for every 10 under 18, subject to a minimum of 2 adults over 21 being present for the duration of the hire.

Vacating the Hall – Hirers must ensure that the hall is securely locked, and the keys returned to the Key Safe immediately after the hire, so they are available for the next hirer. The hall must be vacated no later than 11:30 PM, with all windows and doors locked.

THE MANAGEMENT COMMITTEE RESERVE THE RIGHT TO MAKE EXTRA CHARGES FOR NON-OBSERVANCE OF ANY OF THE ABOVE TERMS & CONDITIONS.

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All hirers must agree to the above Terms & conditions through the Hallmaster booking or agreed through email by signing and dating.

I/We agree to abide by the above Terms & Conditions.

Signed..... Dated.....

Name..... Group.....

Please Print

Please Print

**Probus Village Hall Management Committee
January 2022**

Please note - In case of non-emergency incidents please contact Tregony Neighbourhood Police Team on 01872 530254 or Devon and Cornwall Police on 101 or Crimestoppers on 0800555 111

In an emergency call 999