

West Pennard Village Hall – Terms And Conditions of Hire



1. The hirer is responsible at all times for preventing damage to the Hall and any equipment belonging to the hall, this includes misuse of the Hall facilities (Heating Controls, Fire and Safety Equipment).
2. The Hirer is responsible for ensuring that any Hall Equipment used is returned to its proper location clean and in good order.
3. **The Hirer is responsible for ensuring that everyone attending the function/class is aware of the Hall's** neighbours and to ensure that noise is kept to a minimum when leaving the Hall and exiting the car park.
4. The Hall accepts no responsibility for any equipment belonging to the Hirer that is used or stored in the Hall, this includes Bouncy Castles, other play equipment and also any vehicles and their contents left in the Car Park.
5. The Hirer must report any damage to the Hall or its equipment directly to a member of the Hall Committee or via the Incident Log. Any breakages may result in a charge being levied to the Hirer to cover replacement or repair.
6. In the event of an accident requiring the use of the First Aid box provided, the Hirer is responsible for ensuring that any such accident is recorded in the First Aid log situated with the First Aid Box.
7. Any electrical equipment bought into the Hall by the Hirer or anyone in their group must be electrically safe and in good order.
8. The Kitchen and Bar area, if used, must be left clean and tidy. Food hygiene is the sole responsibility of the Hirer.
9. The Hirer is responsible for ensuring that the Hall is left in a clean and tidy condition, cleaning materials are supplied and can be found in the Cleaning Cupboard located in the Store Room. Please return any equipment used back to the cupboard and report any damaged equipment to the Committee.
10. All waste must be removed from the Hall by the Hirer, Bins are provided at the rear of the Hall for General Waste and Recycling Waste. A List of what can be left in each bin is displayed in the Kitchen.
11. NO FOOD WASTE is to be left in the Hall OR in the Bins.

West Pennard Village Hall – Terms And Conditions of Hire cont'd



12. Anyone hiring the Hall on behalf of and organised group, club or society must accept the responsibility to ensure that the group, club or society has adequate Public Liability Insurance in place.
13. Equipment is provided for the Safe movement of chairs and for assistance in collapsing Table legs after use, the Hirer is responsible for ensuring that it is used correctly.
14. The maximum capacity of the Hall is 120, this must NOT be exceeded under any circumstances.
15. The Stage area is currently out of bounds unless access has been specifically requested.
16. The Hirer is responsible for ensuring that all electrical equipment is turned off, this includes the lights, all windows and doors are closed and that the Hall is left Locked and Secured.
17. Hirers must not procure duplicate keys or disclose any combination codes to any 3rd party and must only return keys to a member of the Hall committee
18. The Hall holds both a Music Licence and Premise Licence. All hirers must inform the Committee, on booking, if they intend to either consume alcohol or play music (live or recorded) during their booking
19. **The Hirer must ensure that any activity involving children under the age 8 complies with the Children's Act of 2004 and only fit and proper people have access to the children.**
20. The COMMITTEE reserves the right to cancel any hiring agreement at any time upon giving 7 days notice to the hirer. The HIRER shall be entitled upon such notice given to reimbursement of such monies paid down and not **expended in actual hiring's, including a deposit paid or a proportion of the same, unless the cancellation is a result of a breach of the conditions of this agreement, in which case, the Committee shall not be liable to make any payment to the hirer.**
21. The Committee reserves the right to refuse any booking request.

West Pennard Village Hall, Newtown Lane, West Pennard, Somerset, BA6 8NL

West Pennard Village Hall is a Registered Charity (Reg. No: 233127)

Booking Manager: Ray Goodby

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