

BULFORD VILLAGE HALL HIRE

TERMS AND CONDITIONS

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1. INTRODUCTION

- 1.1. This document sets out the terms and conditions for all users of Bulford Village Hall. These terms and conditions must be agreed to before confirming the hall booking.
- 1.2. The general terms of use in Section 2 apply to ALL users. Terms and conditions specific to regular groups/hirers can be found in Section 3.

2. GENERAL TERMS OF USE

- 2.1. A non-refundable deposit of £15 must be made to confirm the booking.
- 2.2. The full balance of the booking fee must be paid at least two weeks before your booking.
- 2.3. A late payment fee of £15 will be added to your invoice seven days after the invoice is due.
- 2.4. The hirer agrees to indemnify Bulford Parish Council for any damage caused.
 - 2.4.1. Hirers must notify the Caretaker of any damage caused to property which occurs before, during or after their booking time.
 - 2.4.2. The Hirer will be invoiced for damage repair within one month of their booking.
- 2.5. The facilities must be left in a clean and tidy condition.
 - 2.5.1. Cleaning equipment such as brooms, mops and dishcloths are provided in the premises.
 - 2.5.2. All tables, chairs and equipment must be safely stored away after use.
 - 2.5.3. Arrangements can be made through the Parish clerk for the hall to be cleaned and tidied after use. This carries an extra charge of £50 per booking.
- 2.6. All rubbish must be placed in the black bags provided and either taken home or left for the caretaker to dispose of. All recyclable rubbish (bottles, cardboard and cans) must be separated from other rubbish.
- 2.7. Dogs are NOT allowed within the premises or Recreation Ground.
- 2.8. Smoking is NOT allowed within the premises. Smoking is permitted outside but please tidy your discarded cigarette ends.

- 2.9. No firearms, explosives or fireworks are allowed in the premises. Use of fireworks within the Recreation Ground are not permitted, without written permission from Bulford parish Council and will require a minimum of 4 weeks' notice.
- 2.10. Ball games are not allowed within the building.
- 2.11. Use of the Kitchen is included within the hire fee of the Main Hall.
- 2.12. Events where children and vulnerable adults are present, the hirer must ensure appropriate supervision is provided.
- 2.13. Drugs and substances that can be abused are not permitted in, or in the vicinity of, the premises, including the Recreation Ground. Hirers must provide adequate supervision to prevent drug or substance abuse.
- 2.14. Table confetti and confetti cannons are not allowed to be used on the premises.
- 2.15. The premises must be vacated (including cleaning and tidying the hall – see para 2.5) by 23:59 hours (22:30 on a Sunday). Please note the close proximity of houses and ensure that everyone leaves in a quiet and orderly fashion.
- 2.16. The premises must NOT be left unattended and unlocked.
- 2.17. The hirer must undertake an Induction with the Caretaker (or nominated person) before taking responsibility for the Village Hall at the start of your booking.

3. REGULAR USER GROUPS

- 3.1. A one-time non-refundable deposit of £14 must be made to confirm hall bookings.
- 3.2. Group leaders will receive a monthly invoice, payable by the date of the first booking in the invoiced period.
- 3.3. All regular user groups must ensure that they have public liability insurance.

4. PREMISES LICENCE, MUSIC AND ALCOHOL

- 4.1. The premises is licensed indoors for live music, recorded music and dance only.
- 4.2. Due regard must be paid to health and safety when positioning equipment and cables.
- 4.3. Equipment must not obstruct fire exits and trailing wires must not cross emergency exits.
- 4.4. Consideration must be given to the proximity of neighbours and therefore all windows and doors must be closed when music is being played. Noise levels must not cause a public nuisance.
- 4.5. All music and dance must cease at 23:59 hours (22:30 on a Sunday).
- 4.6. The premises are NOT licenced for the sale of alcohol.

5. USE OF BARBEQUES

- 5.1. Barbeques are NOT permitted inside the Village Hall.
- 5.2. Choose your location carefully and consider other recreation ground users.

- 5.3. Make sure the barbecue is safe and cannot fall over.
- 5.4. Do not place the barbecue directly onto the grass or on recreation ground furniture, where it can damage the surface and leave a burn mark. If possible, use a barbecue designed with legs or place on a non-combustible surface like a brick to prevent damage.
- 5.5. Take care with the disposal of hot ashes, do not dispose of these in a bin or throw them onto the adjacent land (take some water to extinguish the burning charcoals).
- 5.6. Don't allow the smoke to disturb other recreation ground users.
- 5.7. Ensure that litter is taken home with you.

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