

Terms and Conditions Governing the Use of St. Hilary Village Hall

These Terms and Conditions apply to all persons hiring the village hall. If the hirer is in any doubt as to the meaning of the anything in this document, the booking person should be contacted immediately. Please read these terms and conditions in conjunction with the 'House Rules' document.

1. Use of St. Hilary Village Hall

Use of the Village Hall and its facilities are subject to the following rules which constitute our Terms and Conditions of Hiring the hall, they form the Hiring Agreement with St. Hilary Village Hall Committee (SHVHC).

2. Equal Opportunities

The village hall is open to all members of the community. The SHVHC values diversity and inclusion.

3. Applying to use the Village Hall

- a) To hire the village hall contact must be made with the booking person, who is a member of the village hall committee. bookings@sthilaryhall.wales **Caroline Neudegg: 07967976076**
- b) The right to refuse any application for the hiring of the village hall, is reserved by the St. Hilary Village Hall Committee (SHVHC). The booking person may refer an application to the next meeting of the committee.
- c) All arrangements for the use of the village hall and its facilities are subject to the village hall reserving the right to cancel bookings when the premises is required for use as a polling station or if essential maintenance is required.

4. Hours of opening

The hall is available for hiring 7 days a week apart from where there is a regular booking. Please see the village hall website calendar www.sthilaryhall.wales or contact the booking person for up-to-date information.

5. Maximum Capacity

50 people (including helpers and performers) and on no account must these numbers be exceeded (fire regulations).

6. SAFETY REQUIREMENTS

Supervision

- a) The hirer shall, during the period of hiring, be responsible for: the fabric and the contents of the building; their care, safety from damage, however slight or change of any sort; And the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements as to avoid obstruction of the highway. As directed by the SHVHC, the hirer shall make good or pay for all damage (including accidental damage) to the premises or the fixtures, fittings or contents and for the loss of contents.
- b) The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him or her from exercising general supervision.
- c) When the majority of those present at the activity or entertainment are less than 16 years of age, and/or when a material number of people with disabilities are expected to attend, the number of adult supervisors shall be increased accordingly.
- d) Safeguarding children, young people, and adults at risk – All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to the SHVHC Safeguarding person: **Caroline Neudegg on 07967 976076**. No **regular*** activities or groups will be permitted to hire SHVH, except with the written agreement of the SHVHC, who will need to have sight of policies and DBS certificates to ensure compliance with the Children's Act of 1989 or conditions required by the Safeguarding department of the Vale of Glamorgan council. ***Regular** e.g. a weekly franchised business; monthly youth club etc.

Use of the Hall

- a) The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may and then danger the same or rendering invalid any insurance policies in respect thereof.

- b) Alcohol brought onto the premises cannot be sold without a Licence which the booker must apply to the Vale of Glamorgan Council for. In addition a licence may be required for Live Music, Theatre or Cinema bookings – the hirer should check <https://www.valeofglamorgan.gov.uk/en/working/Licensing/Temporary-Event-Notice-TEN.aspx>
- c) Supply of food and drink: Hirers, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the food temperature regulations. The premises are provided with a refrigerator.

7. PUBLIC SAFETY COMPLIANCE

The hirer shall comply with all conditions and regulations made in respect of the premises by the fire authority, local authority, the licencing authority or otherwise particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- a. The exit from the premises must be kept free from obstruction.
 - b. Any emergency exit signs must be kept visible during the whole of the time the premises are occupied
 - c. All groups expected to cooperate in any fire drills that may be arranged in order to familiarise users with evacuation procedures;
 - d. The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be made known to the booking person
 - e. Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations, or similar, of a combustible nature shall be undertaken or erected without the consent of the SHVHC.
 - f. No unauthorised heating or electrical appliances shall be used on the premises;
 - g. The SHVHC Disclaims any responsibility for claims and costs arising out of electrical equipment that does not comply over the electricity at work regulations of 1989
 - h. There is a first aid kit in the kitchen.
 - i. All accidents to persons on the premises must be reported to the booking person as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The SHVHC will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
 - j. Any failure of equipment belonging to or brought in by the hirer must be reported to the booking person ASAP.
8. St Hilary Village Hall Committee is not liable for any loss or damage or any losses arising during the hire and/or any personal injury of whatever nature incurred by the hirer or any other person hiring the hall (save any injury caused by any negligence by the St. Hilary Village Hall Committee).
9. **Cancellation** – if cancellation of a booking is necessary, please inform the booking person ASAP. A charge may be made for late cancellation see below.
- a. Cancellation 2 months or more beforehand: 10% of the fees.
 - b. Cancellation between 2 months and 1 month beforehand: 50% of the fees.
 - c. Cancellation less than 1 month beforehand: 100% of the fees.
 - d. There is no charge if the hall is subsequently relet.
10. End of Hire – please see 'Hall Housekeeping Rules' document.