

## Welborne Village Hall



### Hire Charges and Terms & Conditions of Use

**(Note: After a recent review of our hire charges, we have decided to keep the standard hourly charge at the modest rate of £6/hr. We can only do this if we have the support of our hirers by using the Hall in a responsible way and with a thought for the team of volunteers who maintain this unique venue for the benefit of the community. Your help is appreciated.)** *NEW — The Trustees of Welborne Village Hall recognise the importance of limiting the use of plastic and recycling/reusing where possible. To this end we wish to discourage the use of single-use plastics in our facility. We have provided a set of repeat-use plastics for use by children. These should be washed in the dishwasher, or by hand, and returned to the cupboards for repeated use. We encourage our users to think similarly about any plastics they bring into the Hall.*

#### **1) Hire Charges**

Hire charge is £6 per hour (Minimum charge £12, including set-up time - see below)

All bookings to be requested via the village website ([www.welborne.org.uk](http://www.welborne.org.uk)). These must include a time allowance for set-up prior to, and clear-up following, the event.

## **2) Conditions of Hire**

### **Events**

- I. Most events are acceptable but the Welborne Village Hall Trustees reserve the right to refuse bookings if necessary.
- II. Only persons over 18 may hire the hall and that person should be present throughout the event.
- III. Responsibility for the premises and the key rests with the hirer during the period of access to the Hall.
- IV. The hire period must include time to set up the Hall at the beginning and clearing and cleaning at the end (a minimum of one additional hour). The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.
- V. The Village Hall Trustees reserve the right to enter the Hall at any time during an event if it has reason to believe there may be a problem. Further, on the spot conditions may be imposed or the event curtailed, if considered necessary, for the welfare of guests, the safety of the building, or to prevent improper use.

### **Access/Key**

You will be contacted at least one week prior to your booking to confirm arrangements for collecting the key to the main door of the hall. Arrangements for the return of the Key will be confirmed at the same time.

### **Licenses**

- I. The Hall does not have a standing licence for the sale of alcohol. This is the responsibility of the Hirer.
- II. The Hall does not have a standing public entertainment licence. This is the responsibility of the Hirer.

### **Safety**

- I. For all activities in the Hall, children aged 16 or under must not be left unsupervised.
- II. The fireguard should be fixed around the fireplace when the fire is lit.
- III. Both front, side and kitchen doors must be unlocked during events.
- IV. Users must ensure that they are aware of the location of fire extinguishers and emergency exits.
- V. No child under 12 is permitted in the kitchen area
- VI. Food and Hygiene regulation compliance is the responsibility of the Hirer

## **No smoking Policy**

The hall and its grounds are non-smoking areas.

## **Equipment and heating**

Full instructions for the use of the equipment (e.g kitchen equipment) are left in the Hall (supporting guidance is also posted on the Welborne website). Please read these.

The Hall has digital audiovisual equipment. If you wish to use this equipment and have not used it previously, please contact us at [welbornevillage@gmail.com](mailto:welbornevillage@gmail.com), and we will arrange for you to have the necessary guidance.

The central heating will be set for when you arrive and for the period of your hiring - please do not adjust the heating controls in any way.

## **Party decorations**

Under no circumstances should anything be pinned or taped onto the walls or ceiling and if Blue Tac is used on woodwork it must be carefully removed when clearing up.

## **Cleaning**

In the interest of all users, please leave the village hall as you found it. Specifically:

- I. Sweep floors (and wash floors if spillage has occurred)
- II. Wash, dry and return crockery/utensils to cupboards
- III. Kitchen surfaces to be wiped down
- IV. Toilets to be left clean and tidy
- V. Chairs to be left stacked in the main hall, but not more than five high. For safety, please use the trolley from the store room to move stacks of chairs.
- VI. Empty kitchen bins and toilet bins into the dustbins outside kitchen door

You will be charged for any breakages or other damages to facilities

### **Cancellation**

- I. We keep 50% of the hire cost if you cancel for any reason within 7 days of your proposed event. A full refund will be given if notice of cancellation is in advance of 7 days of when the booking is due to take place.
- II. We reserve the right to cancel this agreement by giving you written notice in the event of:
  - (a) The premises being required for use as a polling station for a parliamentary or local government election or by-election.
  - (b) Our reasonably considering that the hire could lead to a breach of legal or statutory requirements.
  - (c) Our reasonably considering that the hire could lead to unlawful or unsuitable activities taking place.
  - (d) The village hall becoming unfit for your intended use.
  - (e) An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

Bookings cancelled by us will be entitled to a full refund. However, Welborne Village Hall trustees will not be liable to you for any resulting direct or indirect loss or damages should a booking be cancelled for any of the above reasons.

### **Accidents**

Be aware of the Health and Safety Policy. A copy of the policy is hanging in the village hall, to the left of the kitchen door. Alternatively, it is available via the village website: [www.welborne.org.uk](http://www.welborne.org.uk) under the 'Hire our Hall' tab. All accidents must be reported to Dr A Maule (Chairman of Trustees) (Tel: 01362 850492 or e-mail [andymaule@gmail.com](mailto:andymaule@gmail.com)) immediately and be recorded in the accident book which is kept with the Health and Safety policy.

### **Parking**

Please make sure that the drive to the Care Home, adjacent to the Hall, remains completely clear to allow access for emergency vehicles.  
All vehicle parking is at owners risk.

### **Acceptance of Conditions of Hire**

Your submission of a booking request indicates that you accept the conditions of hire of the premises.

## **Checklist for hirers of Welborne Village Hall**

In order to maintain the Hall in a good condition for all, would hirers please do the following:

On Arrival:

Please note the position of all furniture and moveable items so that in the interests of later users you can leave the village hall as you found it.

Before Departure:

- I. Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep the floor to remove any debris etc. (Cleaning equipment can be found in the white cupboard beside the microwave and in the store cupboard by the front door).
- II. Make sure all tables and chairs are clean before being put away, and place the tables folded and to the window side in the store cupboard.
- III. Stack chairs away tidily. Please use chair trolley to move chair stacks.
- IV. Check that all taps in the toilet area and kitchen are turned off, make sure all toilet areas are clean, that the refrigerator is empty and clean (if used) and, where used, that any kitchen equipment/utensils etc. have been washed, dried and put away.
- V. Use the bin bags provided to dispose of any rubbish (Rubbish bins can be found to the rear of building). Any rubbish that exceeds the capacity of the external bins must be removed by the hirer.
- VI. When you leave, check that all windows and doors are shut. The outside kitchen door needs shutting carefully to ensure that the rod is located at the bottom of the doorstep.
- VII. Leave the double doors to the kitchen and the door to the toilet lobby open.
- VIII. Switch off all lights, audiovisual equipment, fan heaters, the water heater for drinks and the water heater (*below the draining area*). (You should not have adjusted any settings for the central heating)
- IX. Check that all internal lockable doors are locked - store cupboard, audiovisual equipment locker etc
- X. Check that all external doors are locked.

***Thank you for your co-operation  
Welborne Village Hall Trustees***

