

Standard Conditions of Hire

It is important when you hire Doultling Village Hall that you read and understand these Conditions of Hire as they apply in all cases.

These terms and conditions, at the time of booking apply unless specifically excluded in writing by Doultling Village Hall Committee to all those who hire and use Doultling Village Hall (DVH). They are part of a Hire Agreement between the Doultling Village Hall Committee (DVHC) and the Hirer, who may be an individual or an organisation represented by an authorised person. These terms and conditions are based on the model agreement for Village Halls produced by the Association for Communities in Rural England.

Signing in writing or returning forms electronically confirms that the Hirer is aware of these T&Cs, will abide by them and will ensure that those who use DVH facilities in conjunction with their booking act in accordance with them. DVHC will assume that anyone signing/returning on behalf of an organisation is duly authorised to do so.

Provisional bookings are made at the discretion of the Booking Secretary. In all cases, bookings will not be confirmed until a Booking Request form has been received, complete with payment.

Cancellations and/or alterations to bookings by the hirer

We are reasonably flexible in relation to modifications, postponements and cancellations of bookings, including refunds, and changes to dates by the Hirer where scheduling allows.

Cancellation of bookings by DVHC

We reserve the right to cancel any booking or event before or during an event and without notice, should:

- The premises are required for use as an Official Polling Station - prior notice shall be given in this circumstance, normally 3 months.
- Doultling Village Hall Committee reasonably consider that:
 - Such hiring will lead to a breach of licensing conditions or other legal or statutory requirements.
 - Unlawful or unsuitable activities will take place or are suspected to, on the premises, including the car park.
- The premises become dangerous or unfit for use in any way.
- An emergency requiring use of the premises by emergency services.

The Hirer shall be entitled to a refund of any balance paid with exception to breaches of licensing conditions, other legal or statutory requirements or unlawful activities. DVHC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Village Hall Access & Hire Periods of Time

Full Village Hall booking: Community Room + Main Hall

Term times: Available all day Saturday & Sunday and from 6pm Monday-Friday.

Term breaks: Available weekdays and weekends year round.

Village Hall Community Room

Available weekdays and weekends year round.

Bookings relate to specific rooms, days and times hired. Hire periods must be booked to allow enough time for all setting up before an event and then to allow enough time to clear away any furniture, equipment and any spot cleaning required. A clearing away and cleaning duration of 1 hour is allowed and is not charged.

Access is controlled by key that is locked in an external key safe. This allows access to the building and then to an internal key box where keys are provided for accessible areas within the Community Room and Main Hall.

During School term time, there is strictly no access to the Main Hall from the Community Room.

Access outside of your booked times will not be possible without prior agreement, and then only as part of your agreed booking. You will be given a unique code to access the external key safe. Your code will be emailed to the email address provided on the booking form normally one week before your booked date. If you are not an email user, please state whether you would like to receive the code by text message or by phone in the email section of the form. The same code will be required to secure the key back into the key safe on final exit. Your code should be considered confidential.

Keys must not be removed from their labelled keyrings and must not be removed from the premises. All internal doors must be locked on final exit, even if they were open or unlocked when you arrived. Where keys have not been provided for access to certain cupboards and/or areas then these areas are to be considered out of bounds.

Use of premises & supervision

The Hirer, who must be over 18yrs old (or their authorised representative) must be present during the period of hire and ensure that terms and conditions are observed by all hall users during their booking.

Use of Doultling Village Hall must always be responsible, with respect to the facilities and equipment. The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or changes in any way; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking to avoid obstruction of the highway and one way system.

It is the responsibility of the Hirer to ensure that any third parties using or attending DVH as part of their booking has appropriate insurance. The Hirer may be liable for damage or loss caused by third parties. All third parties using or attending DVH as part of the booking should be declared at time of booking or a minimum of 2 weeks before the event. The Hirer is responsible for leaving the premises in a clean and tidy condition.

Cleaning & Condition deposits for larger events are fully refundable providing that no additional cleaning or repair is required. The cost of any additional cleaning or repair will be deducted from this deposit. If the Hirers deposit fails to meet this requirement DVHC shall be at liberty to make an additional charge.

The Hirer shall pay for all damage and/or loss whether accidental or not, to the premises or to the fixtures, fittings or contents and for loss of contents, including keys. If the Village Hall Main Entrance set is lost, the hirer shall be liable for the cost of replacing the lock. The hirer shall not use the premises for any purpose other than that described on the booking request; 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 endanger the premises.

All fireworks, pyrotechnics and Chinese style lanterns are completely banned from use at Doultling Village Hall and its car park. Disco smoke machines may inadvertently trigger the School and Village Hall smoke detectors and fire alarms.

Continued on next page

Insurance

Doulting Village Hall's buildings and equipment owned and/or managed by DVHC is covered by a Zurich Village Hall/Charity Insurance Policy.

Any equipment, appliances or cars brought onto Doulting Village Hall property including the car park is **excluded**. If you intend to bring your own or others equipment onto DVH property in conjunction with your booking it is recommended that you speak to your insurance provider.

It is the responsibility of the Hirer to ensure that they, and any third-parties using Doulting Village Hall and its car park has adequate insurance as may be necessary.

Indoor Inflatables & Bouncy Castles

Maximum height limit for inflatables & bouncy castles in the Main Hall is 3m /10 ft.

Jumping Jo's Inflatables & Bouncy Castle Hire (Radstock) is banned from operating at Doulting Village Hall.

Hirers who wish to use this company will unfortunately have their booking declined by DVH Committee.

DVHC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Smoking Policy

Smoking includes the use of e-cigarettes and vaping devices

As the Village Hall shares the site with St Aldhelm's Primary School, anybody wishing to smoke during School term times Monday – Friday until 6pm will have to do so off of the premises, including the car park.

For bookings outside of these times, a wall mounted cigarette bin is located by the Village Hall Main Entrance. Smokers are requested to smoke away from the door and ensure that all litter is disposed of properly.

Clean As You Go

Doulting Village Hall is a Hirer clean-as-you-go facility. This allows us to offer fantastic hourly rates.

A full armoury of cleaning equipment is located in the rear lobby area and cupboard and also the kitchenette cupboard.

It is important that once you have used the facility that all equipment is returned to its original location and that all areas are left clean and tidy and fit for immediate reuse by other hirers, groups, and the School.

- It is okay to load the dishwasher and start a wash cycle before you lock up. Dishwasher tablets are in the cupboard to the right of the dishwasher.
- Spare toilet rolls are in the rear lobby cleaning cupboard out by the WCs. There is normally one spare roll in each toilet but they are there if you need them.
- Refuse sacks are normally available within the kitchenette (under the sink). Hirers may use these for refuse. Please don't leave food waste in the kitchenette bin!
Between the VH main entrance and the School entrance there are two large waste bins. One for general waste and one for card & paper. If they are not outside then they will be behind the black metal gate – the key for which is in the internal key box in the Community Room.

Licensed Conditions of Hire

Doultong Village Hall has a Premises Licence issued by Mendip District Council authorising the following regulated entertainment and licensable activities at the times indicated below:

Licensed Activity	Licensed Permitted Times
The performance of plays	0900 – 2300 (midnight Friday & Saturday)
The exhibition of films	0900 – 2300 (midnight Friday & Saturday)
Indoor sporting events	0900 – 2300 (midnight Friday & Saturday)
The performance of live music/dance	0900 – 2300 Monday - Thursday
The playing of recorded music	0900 – 0100 Friday 0900 – 2359 Saturday 0900 – 2200 Sunday
The sale by retail of alcohol on the premises	0900 – 2300 Monday - Thursday 0900 – 0030 Friday 0900 – 2330 Saturday 0900 – 2200 Sunday

For a Hirer to hold an event for a licensable activity that is not listed above, a Temporary Event Notice (TEN) will need to be submitted to Mendip District Council. The Hirer shall be responsible for obtaining such authorisation as may be needed.

Hiring Doultong Village Hall does not provide authority to sell alcohol on the premises.

If Hirers are providing alcohol to their guests during the event **or** allowing alcohol in a 'bring your own' style then the Hirer is personally responsible for ensuring that alcohol is only consumed by those over 18 years of age and in accordance with all other alcohol legislation.

If the VH is providing a bar for your event, to ensure we comply with our licence obligations - guests are not permitted to drink their own alcohol.

Premises Licence Maximum Permitted Numbers

Conditions consistent with the Operating Schedule

A. MAXIMUM NUMBERS PERMITTED

- The maximum number of persons to be allowed on the premises at any time which is governed by the conditions of this licence shall be:

	Side Room	Main Hall	
a)	98	320	when used for a closely seated audience
b)	89	266	when used for dancing
c)	41	133	when seating is provided
d)	52	160	when used for dancing, and seating is also provided at tables
e)			when used for indoor sport. NB A seating plan for the proposed sport shall be submitted at least 28 days prior to an event. Numbers for the various parts of the premises to be identified, i.e. Swimming Pool, Bowling Rink and Sports Hall, etc.