Rodington Village Hall Management Committee

Conditions of Hire

Author	Brian Morris
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Terms and Conditions for Hire of Rodington Village Hall

The Hall
Rodington Village Hall (**RVH**) is a registered charity managed by its Trustees – Rodington Village Hall Management Committee (**RVHMC**).

Charges
Current Hire charges are shown on the **RVH** website or may be obtained from the Bookings Secretary bookings@rodingtonvillagehall.org.uk

Request for Booking
In the first instance, Hirers shall submit a Hire Request via the **RVH** website.
It will be reviewed by the Booking Secretary and if approved, an email shall be sent to the Hirer confirming availability and Hire Charges, and a provisional booking made.
Hirer agrees that submission of a Hire Request means Hirer accepts these Terms & Conditions and becomes responsible for the actions of all Hall Users. **RVHMC** reserves the right, at its sole discretion, to refuse any Hire Request.

Confirmation of Booking & Payment
Once Hirer accepts the Hire Charge and any special conditions, then Hirer shall be invoiced, and shall pay the full charge and any Deposit to RVH no later than 1 calendar month before the Hire Date. If payment is not made by this date, the booking may be cancelled and any money that has been paid returned to Hirer. If this is a short-dated Hire Request, then Hirer shall pay the appropriate Hire Charges straight away. Once the Hire Charge has been paid, the Hire Request becomes a Confirmed Booking.

Booking Deposit and Additional Charges
A Booking Deposit of £75 may be requested to cover any additional expenses incurred.
RVHMC may at its discretion deduct from such Deposit the full costs of any additional expenses incurred such as, but not limited to:
● Extra cleaning if rooms/facilities are not left in the same clean condition as before hire.
● Any damage to the Hall structure, fixtures or fittings including excessive wear and tear.
● Waste removal if any rubbish is left behind after the Hire,
● Any failure to observe these Hire Terms & Conditions
If a Booking Deposit has been included, the Hall will be reviewed as soon as possible after the Hire Date event, and if no additional costs have been incurred, the Deposit shall be fully refunded.

Cancellations
● Cancellation by Hirer
If more than 1 calendar month before the Hire Date, **RVH** shall give a full refund to Hirer of any Booking fees paid.
If less than 1 calendar month before the Hire Date **RVH** may give a full refund to Hirer at **RVHMC** discretion.
● Cancellation by RVHMC

RVHMC reserves the right to cancel any Booking, at its discretion in which case, Hirer shall receive a full refund of any monies paid, including any Deposit.

Use of the Hall
Access to the Hall must follow the advised Procedure. Keys must be returned within 1 hour of the Finish time of the Function.
All cupboards and drawers in the Kitchen and Bar areas are appropriately labelled with contents. Any items removed from cupboards, drawers etc for use must be returned to the same storage area in a clean condition. The Hall and premises shall be left in the same clean and tidy condition as at the start of the Hire.

Sub-Letting
Hirer shall not use a Booking to sub-let the Hall, or any part thereof.

Liability
RVHMC shall not accept liability for any loss or damage to any property, including any vehicle, belonging to, or brought into, the Hall by Hirer or Guest.

Damage
Hirer shall be responsible for any losses, or damage to RVH property, or property brought onto RVH, or injury to persons or animals caused by, or in consequence of any act or omission on part of Hirer or its agents. If any damage is done to RVH, including its premises and/or fittings, then Hirer shall pay for making good any such damage.

Maintenance of Good Order
Hirer shall be responsible at all times for the maintenance of good order during Functions. Hirer and Guests are expected to behave in a responsible manner whilst in **RVH** and observe these Hire Conditions. Any breach in respect of Hirer's obligations may result in the termination of the Booking.

Fire Regulations
Fire regulations **must** be adhered to. **All fire exits must be kept clear of obstructions at all times**. If the fire alarm is activated, the Hall must be evacuated and all areas, including toilets, checked. Hirer and all Guests shall assemble in the Car Park and make a headcount to confirm all attendees are accounted for.
Smoking is prohibited at all times both in, and immediately outside **RVH**.
Indoor fireworks and candles (except tea lights in non-combustible containers) **are not permitted under any circumstances.** Outdoor fireworks are not permitted unless specifically authorised by **RVHMC** prior to the Function.

Music
Music must be kept to a reasonable volume and cease no later than the agreed Finish time.

Floor
Appropriate footwear must be worn at all times to prevent damage to the floor of the Hall. Ball games of any kind are strictly prohibited in the Hall unless authorised by **RVHMC**

Right of entry
Any authorised member of **RVHMC** has a right of entry to the Hall at all times. Only **RVHMC** has access to the loft area.
Parking
RVHMC shall not be liable for loss or damage to any car or other vehicle using the **RVH** car park in connection with a Hire, or any other property, or damage or injury to any person, or for obstruction of access to or from the Car Park caused by unauthorised use of the Car Park. Hirer shall ensure that no car or vehicle is parked in such a way as to obstruct other vehicles or prevent access to or from the Car Park.

Bouncy Castles
Bouncy Castles, or similar inflatables, are not permitted in or around RVH (under the terms of our insurance)

Accidents
All Accidents or Injuries must be recorded in the Accidents Book

Licencing Laws
RVH does not possess a permanent Licence to sell alcoholic drinks and does not operate, or offer to operate, a bar on behalf of Hirer. If Hirer has the intention of providing a bar serving and/or selling alcoholic drinks at an Event, then it is the sole responsibility of Hirer, and not RVH, to ensure they comply with all the relevant Licencing Laws.

Privacy Policy
By requesting and then making a booking you have read and agreed to he Privacy Policy of RVH and its website. Click here to read the Privacy Policy. Please note that by making a booking you have agreed to details of the booking being published on the RVH Website bookings page.

To submit a Hire Request
Hirer should submit the following information using the contact page on the website. An email response will be sent asap and within 48 hours.

Name, Address, email and Tel No of Hirer (plus confirmation Hirer is over 21)
Confirm Facility Requested – either Main Hall or Meeting Room or both.
Brief description of event eg Wedding, Dance, Birthday Party, Wake, Charity Function (give details of charity), etc
Approx No of people attending (max 150)
Who will be Attending – Family, Friends, or Other (If Other - provide further information)

Requested Hire Date showing Event Start and Finish Times (latest finish Midnight)
If additional Set-up time required before the event
If additional Clean-up time required after the event

Terms and Conditions for Hire of Rodington Village Hall – Confirm read and accepted

Commented [DB1]: Added this paragraph about privacy policy

Commented [RB1R2]: Agreed - looks OK

Commented [DB2]: Has this been working? Currently the link on the website has a box for a lot of this info in free text. We could make a Word document that requesters need to complete and then email off, There would be no cost to that but I think a similar thing has been tried in the past and not sure if it worked. Could get a more detailed form made but it is beyond my skill set and I think might cost upto $15/month to make?

Commented [RB2R2]: I have received redirected emails in the past, but none recently. So not sure if it is still working