

Cheapside Village Hall Terms and Conditions of Hire

All Hirers: Please retain and ensure that these terms and conditions are read and understood. Upon payment of the hire cost, you are agreeing to all terms and conditions set out in this document.

Responsibilities

- § The Hirer must be over 18 years of age at the time of booking.
- § Primarily it is the responsibility of the hirer to ensure that the Terms and Conditions of Hire are fully understood and adhered to. However, there is also an obligation which applies to all users of the premises during the period of hire, to ensure that Health and safety standards met, both inside and outside the building. Adequate supervision of children playing in the garden is essential and children should not be allowed to wander around the car park unsupervised
- § Any hirer whose activities involve children or young people will be required to operate a recognised Child Protection Policy and should have their own Fire Procedure and Risk Assessments in place.
- § No liability will be accepted by Cheapside Village Hall Management Committee (CVHMC) for any injury or loss whatever the cause, and Hirers are urged to arrange adequate insurance cover.

Hire Charge and Payment Arrangements

- § The hire charge is £20 per hour or part thereof.
- § Full payment must be made at least 14 calendar days before the event.
- § Payment should be by Bank Transfer or Cheque, no cash payments will be accepted.
- § Cheques should be made payable to "Cheapside Village Hall".
- § **Bank Account details: Sort code 09-01-51, Account 64039309**

Noise

- § As the Hall is in a residential area; music and other noise must be kept down to a reasonable level, so as not to disturb the local residents.
- § All parties must cease by 6pm.
- § The premises and Car Park **MUST** be vacated by 30 minutes after the end of your booking.

Cleaning

- § The Hall, Kitchen and toilets must be left clean and tidy.
- § The refrigerator must be emptied and left clean.
- § The Hall's wooden floor must be swept and washed where necessary. Floor cleaning equipment (sweeper, mop, bucket, dustpan etc.) are available.

Bins

- § All non-recyclable rubbish is to be placed in a plastic sack and either removed by the Hirer or compacted and deposited inside the waste container which can be found in the carpark.
- § We encourage hirers to recycle as much as possible. A waste recycle bin can be found in the carpark. Please note that **only unbroken glass bottles** may be placed inside the waste recycle bin. No plastic sacks in that bin please.
- § No rubbish or recycling should be left outside of the waste and recycling containers. **If the containers are is full, the Hirer must take the rubbish away with them.**

Furniture and Equipment, Fixtures and Fittings

- § Hirers are asked to return all tables and chairs to the storeroom and leave them as you found them, this includes ensuring that tables are cleaned.
- § Any damage **MUST BE** reported to the CVHMC.
- § CVHMC reserve the right to charge the hirer for any repairs.
- § CVHMC requests all hirers to advise them of any faults e.g. light bulbs, faulty electrical equipment.

Kitchen

- § Hirers must ensure that oven is clean, and the hotplates are turned off – please note the cooker needs to be isolated at the main switch.
- § Checks need to be carried out to ensure that all taps and electrical equipment is either turned off or unplugged.
- § Kitchen surfaces should be wiped clean, and it is the responsibility of the hirers to ensure that the floor is swept, and any spillages dealt with.
- § No children under the age of 12 may enter or use the kitchen.

Doors

- § All **FIRE EXIT DOORS** must be kept clear at **ALL** times.
- § Entrance doors must remain closed during a function to retain heat and noise, and designated Fire Doors should be kept closed.

Alcohol / Licensing

- § Alcoholic drinks can only be consumed on the premises with the permission of CVHMC.
- § CVHMC cannot give permission for alcohol to be sold on site - hirers would need to contact Windsor & Maidenhead Borough Council to obtain a Temporary Event Notice (TEN). **Please read details from Government website below; also noting that in cases of gatherings involving a lot of music played at a special celebration or another type of event (performance events require a license and permission from CVHMC) we may ask you obtain a TEN licence even if alcohol is not on sale.**
- § Licensable activity includes:
 - § selling alcohol
 - § serving alcohol to members of a private club
 - § providing entertainment, such as music, dancing or indoor sporting events
 - § serving hot food or drink between 11pm and 5am
- § The process of applying is formally known as 'serving' a Temporary Event Notice. You'll also need a TEN if a particular licensable activity is not included in the terms of your existing licence, for example holding a wedding reception at a community centre (or in our case a private village hall)

Storage

- § No items whatsoever are to be left in the building, except with permission of CVHMC.
- § CVHMC will not accept any responsibility for valuables or other items left in the Village Hall after an event.

Smoking

- § Smoking is prohibited in the Hall.
- § Hirers must sweep up cigarette ends discarded outside on the ground

Parking

- § CVHMC **DO NOT** accept liability for any damage caused to vehicles, cars are parked at the owner's risk.

After the event – leaving the village hall

- § Hirers should ensure that all internal doors and windows are properly closed/locked, and lights are turned off before leaving
- § Keys must be returned to the key safe on leaving and it is the responsibility of the hirer to ensure the key safe is locked correctly.

§ It is essential that a text is sent using the phone number on the website if there is a problem with securing the hall.

The Village Hall is in constant use by many people. CVHMC requests observance of the 'Conditions of Hire' by all Hirers to ensure the smooth running and proper use of the facilities to the advantage of all.

Cheapside Village Hall Management Committee (CVHMC)

January 2022