

DAGLINGWORTH VILLAGE HALL

Introduction

1. Daglingworth Village Hall includes the building, car park and surrounding land owned by the Trustees and is hereinafter referred to as the Village Hall. The Village Hall is a registered charity managed by the Trustees and a voluntary committee.
2. The Trustees require all hirers to comply with the Terms and Conditions of Hire.
3. The Trustees shall not be held in any way responsible for the loss, damage, theft or accident to any persons or their property within the Village Hall beyond its legal responsibility as owner of the Village Hall.
4. The Trustees shall not be held in any way responsible for services/organisations organised by the Hirer and/or their Agents as part of organising their event.
5. The Trustees reserve the right to refuse any application for the hire of the Village Hall.

TERMS AND CONDITIONS OF HIRE

Hire Applications and Hire Rates

1. No agreement or contract of hire will exist until the Booking Form has been approved and confirmed by the Booking Secretary.
2. Hire Applications are via an online Booking Form and require the Hirer to provide a signature to confirm they have read, understood and accept the Terms and Conditions of Hire.
3. A Hirer must be over the age of 18.

Rooms are available at the Hire Rates below; the Hire Rates are applicable for bookings accepted during the period to December 2025.

Main Hall & Kitchen	£12.00 per hour
Main Hall, Kitchen & Bar	£22.00 per hour
Main Hall, Kitchen, Activity Room & Bar	£27.00 per hour
Activity Room & Kitchen	£10.00 per hour
Activity Room, Kitchen & Bar	£15.00 per hour
Committee Room	£ 8.00 per hour
Entire Hall	£30.00 per hour
Use of Cooker	£15.00 per session
Use of Dishwasher	£ 5.00 per session
Power for use of bouncy castle or equivalent	£10.00 per session

Additional Charging Information

Charges for the hire of facilities will be in accordance with the rates published and applicable at the date and time of the booking. The Trustees reserve the right to review and vary the Hire Rates annually.

When booking, the period of hire must be long enough to allow for any setting up and dismantling /putting away of any furniture and equipment.

There will be an electric supplement charge for certain activities e.g. use of a bouncy castle; cooking and other equipment requiring an excess of electricity. Please discuss your requirements with the Booking Secretary.

The Trustees reserve the right to charge £100 for additional cleaning costs and removal of rubbish if the Village Hall is not left in the same condition as at the start of the hire, to make an additional charge for excess electricity if the lights are left on overnight, and to charge for any breakages.

A corkage charge of £5 per bottle will apply if the Hirer wishes to bring their own alcohol onto the premises.

Residents of Daglingworth are eligible for a 10% discount to the Hire Rates.

Payment Terms and Cancellation Policy

Invoices will be issued at the month end of the date of hire. Payment terms are strictly upon receipt of invoice. For all one-off day bookings, payment is required in advance to secure the booking.

If the Hirer wishes to cancel a one-off booking, the payment will be non- refundable if a minimum of 7 days written notice is not provided to the Booking Secretary.

For weekly/fortnightly/monthly regular hire, payment of one month's Hire Charge will be required if a minimum of 4 weeks' notice is not provided.

The Trustees reserve the right, in exceptional circumstances, to cancel confirmed bookings and cannot be held liable for any consequential losses or damages the Hirer may incur as a result.

Use of The Village Hall

- (a) CAR PARKING** - It is a condition of hire that the car park must be fully vacated by 12 midnight. Cars must not be parked on the road or in any way block residents' access to their properties. Vehicles and their contents are left in the car park at the owner's risk.
- (b) BOUNCY CASTLES** - The use of a bouncy castle or equivalent is permitted provided the item is no larger than **15' X 15' and 10' HIGH** and not put in a position that will block any fire exits.
- (c) CLEAN, TIDY & RUBBISH REMOVED** - The Village Hall must be left in the same condition as at the start of the hire, clean and tidy with all items of furniture,

kitchen contents and any other equipment put back to where they were found, and all rubbish removed from the building and taken off-site by the Hirer (bin bags and cleaning products are not provided). All breakages must be reported. The use of WhiteTac, BlueTac and/or Sellotape is permitted provided all residue is removed and no marks are left on the walls/fixtures. The trustees reserve the right to impose an additional cleaning charge if necessary.

- (d) **LIGHTS** - All lights, internal and external, must be switched off on exit. An additional charge for excess electricity may be charged if the lights are left on overnight.

The Licensed Bar

ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED THROUGH THE BAR.

The Licensed Bar is available at the discretion of the Licensee. Please contact the Licensee at least 3 weeks in advance of the booking date to discuss bar hire and any special requirements. It is a condition of hire that the Licensee explains legal compliance with the Village Hall License. If the Hirer intends to bring their own alcohol onto the premises, corkage of £5 per bottle will be charged. Please discuss your needs with the Licensee as the Village Hall can supply alcohol at competitive prices. The Licensee's contact number can be obtained from the Booking Secretary.

Safety and Security

- (a) **DEFIB & FIRST AID** - A defibrillator is located in the front porch and the first aid box is located in the kitchen.
- (b) **NO TELEPHONE** - The Hirer is strongly advised to bring a mobile phone and back up, as in the event of an emergency there is no telephone in the Village Hall and no public telephone is available in the village.
- (c) **EMERGENCY PROCEDURE** – The hirer should acquaint themselves with the location and use of the Village Hall's emergency equipment and evacuation procedure which is displayed on the Village Hall notice board by the main entrance.
- (d) **FIRE EXITS** - All fire exits are not, under any circumstances, to be obstructed by furniture or other items e.g. Bouncy Castles
- (e) **KEYS** - The Hirer is responsible for the safe keeping of the keys whilst in the Hirer's possession.
- (f) **SMOKING** - All rooms and areas within the Village Hall and car park are designated NO SMOKING.

- (g) NAKED LIGHT & DECORATIONS** - The use of candles or other forms of naked lights is forbidden in the Village Hall and decorations must be constructed of fireproof material.
- (h) ELECTRICAL EQUIPMENT** - The Hirer is responsible for ensuring that all electrical equipment they intend to use in the Village Hall has passed and been labelled as passed its Portable Appliance test (PAT) for electrical safety within the last 12 months.
- (i) PUBLIC NUISANCE** – The Hirer is responsible for ensuring their event does not create a public nuisance through excessive noise and/or disorderly behaviour.

Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Loss or Damage

The Hirer shall be responsible for re-instatement of all loss or damage to the Village Hall, arising as a result of any act, omission, default or negligence on the part of the Hirer, their Agents or guests. This responsibility commences when the Hirer receives the keys from a person designated by the Trustees and terminates when the keys are returned. The Hirer indemnifies the Trustees against all costs, claims and demands arising during that period of responsibility.

Use of Personal Data

The Village Hall uses personal data for the purposes of managing the Village Hall, its bookings and finances, organising and marketing events, and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Village Hall insurers. To find out more about how the Trustees use your personal data, please contact the Chair using the Contact Us Form

WHEN A BOOKING IS CONFIRMED, THE NAME OF THE HIRER WILL BE ENTERED ONTO THE WEBSITE CALENDAR TO ALLOW EFFECTIVE MANAGEMENT OF ALL BOOKINGS.

These Terms & Conditions of Hire will be formally reviewed annually.

Date adopted by the Management Committee: 07/01/2025

Date last reviewed: 16/09/2025