

## KNOWL HILL VILLAGE HALL – TERMS & CONDITIONS (Revised Oct 2022)

**Your hire/use of the Knowl Hill Village Hall premises is on the basis that you agree to these Terms and Conditions. Failure to comply with these Terms & Conditions may result in the withdrawal of facilities.**

- **Undertaking of Hirer**

The Hirer must be over 21 years of age and is responsible for ensuring that these "Terms and Conditions of Hire" are understood and adhered to by all persons using the Premises during the period of hire.

- **Supervision**

The Hirer Undertakes to be present or arrange for sufficient competent representatives to be present throughout the hire period to ensure the provisions and stipulations referred to in this document and any applicable licences are fully complied with.

- **Fire Safety**

The Hirer **MUST**

- **On arrival** check the location and operation procedures of all fire alarm points, fire extinguishers, fire blanket and fire-exits and read the Fire Instructions on display, before the start of any event.
- Ensure that all guests/members are aware of the fire exits and procedures to be followed in the event of a fire.
- Ensure that no vehicles are parked at the side of the hall which must be kept clear for access by emergency services.
- Ensure that the main front double doors remain unlocked for the whole duration of the hire period.
- Ensure that **all** exits are unobstructed by tables, chairs etc.
- Ensure that no flammable materials including candles are used in the premises without prior approval of the Committee.
- Provide a functioning mobile phone to call emergency services, if necessary, as there is no public telephone in the hall or in Knowl Hill.

In the event of a fire, evacuation shall take place from the nearest safe exit and occupants be directed to the lay-by 200 metres from the hall (turn right and walk in Reading direction). No attempt should be made to retrieve vehicles from the car park.

- **Safeguarding Policy**

The Committee have a Safeguarding policy in place to protect all users of the hall premises regardless of gender, ethnicity, disability, sexuality, religion or faith. A copy of the policy is displayed on the Notice Board; a copy will be forwarded to Hirers on request. All hirers organising an event that involves children or vulnerable adults do so on the implicit understanding that they have an appropriate safeguarding policy in place.

- **Use of Premises**

The Hirer:

- Shall not use the Premises for any purpose other than that described at the time of booking and shall not sub-hire or allow the premises to be used for any unlawful purpose.

- Accepts that all persons using these premises do so entirely at their own risk and no responsibility will be accepted by the Committee for any loss or damage to vehicles, equipment or personal effects however caused.
- Accepts that no nail, drawing pin or fastenings may be fixed to any part of the Premises without permission.
- Will ensure that occupancy of the Main Hall does not exceed 120 persons and occupancy of the Committee room does not exceed 40 persons.
- Will only use the Premises for the specified hire times agreed. This should include the time required for initial setting up and clearing away after the event.
- Shall leave the Premises in a clean and tidy condition. All breakages and damages of any nature must be reported to the Caretakers before the premises are vacated.
- Shall ensure that the kitchen and cooking equipment is used **only** for the reheating of previously cooked food.
- Shall observe all licensing conditions.
- Shall ensure that only shoes with leather or rubber sole are worn in the main hall to prevent damage to the floor.

- **Parking**

Free parking is available for 60 cars if parked efficiently which is the responsibility of the Hirer. Cars must not be parked at the side or front of the hall and all users of the car park do so at their own risk. Two spaces between the yellow posts are solely for the use of disabled drivers. The speed limits must be adhered to.

- **Hire Charge and Payment**

The hire charge will be as notified to the Hirer when the booking is confirmed. Except in the case of regular bookings, full payment must be received prior to the date of hire. Failure to pay on time could result in cancellation of the booking. Regular hirers will be issued with periodic Invoices which are due for payment within 7 days of receipt.

- **Cancellation by the Hirer**

Cancellations must be made by telephone or by email to the Village Hall Caretakers (contact details are given on the Invoice). In the event of inadequate notice of a cancellation, a cancellation fee may be charged.

- **Unfit for Use**

In the event of the Premises being rendered unfit for use or becoming unavailable due to unforeseen circumstances, or are required for use as a Polling Station, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever other than the return of any hire charges paid for the cancelled hiring.

- **Refusals & Cancellations of Booking**

The Committee reserves the right to refuse any application for hire or to cancel any hiring agreement at any time during the term of the agreement by giving 7 days' notice in writing to the Hirer, if circumstances allow. In any case, the Committee shall have the right to cancel any event at their discretion. The Hirer will be entitled to reimbursement of any hire charge paid but the Committee shall not be liable to make any further payment to the Hirer.

The Committee reserves the right to immediately stop any event, entertainment or meeting not properly or reasonably conducted or to request any person or persons to immediately vacate the premises.

- **Licences**

Knowl Hill Village Hall holds a Premises Licence issued by the Royal Borough of Windsor and Maidenhead and a copy of the Licensing Summary is on display in the hall.

Regulated entertainment is permitted in the hall between the hours of 1000 and 2230 on Sundays to Thursdays and between the hours of 1000 and 2330 on Fridays and Saturdays.

In order to sell alcohol on the premises the Hirer will need to apply for a Temporary Events Notice (TEN) from the Royal Borough of Windsor & Maidenhead. A copy of the TEN must be displayed in the hall during the event.

- **Gaming, Betting and Lotteries**

The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.

- **Public Safety Compliance**

The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, and Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

- **Hygiene**

The Hirer shall, if reheating or serving food, observe all relevant food health and hygiene legislation and regulations.

- **Electrical Appliance Safety**

Hirers shall request approval, at the time of booking, of any electrical equipment they intend to bring for use on the Premises. The Hirer shall ensure that any such approved electrical appliances or equipment brought onto the Premises has been tested in accordance with current safety testing requirements and a PAT certificate must be available for inspection.

- **Insurance**

Knowl Hill Village Hall has Insurance against any claims arising out of its own negligence. The Hirer is responsible for arranging insurance cover as necessary and shall indemnify the Committee for the cost of repair of any damage done to any part of the Premises or their contents or injury to persons which may occur during the period of the hiring.

- **Accidents and Personal Injury**

The Hirer must report all accidents involving injury to the public to the Caretakers as soon as possible so that the incident can be recorded in the Accident Book. A First Aid kit is affixed to the wall in the kitchen.

- **Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Hall, other than for events agreed to by the Committee and no animals whatsoever are to enter the kitchen at any time.

- **Compliance With The Children Act 1989**

The Hirer will be expected to be aware of the requirements of this legislation and shall ensure that any activities for children comply with the provisions of The Children Act of 1989. The Hirer:

- Shall abide by the British Board of Film Classification when any films are shown and if any 'adult entertainment' is to take place to ensure that this does not take place in front of minors.
- Shall ensure that, where alcohol is available, it is not to be served to children under the age of eighteen.
- Must ensure children are not left inadequately unsupervised at any time
- **Sale of Goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

- **Nuisance**

Excessive noise may constitute a public nuisance at law. The Hirer shall be responsible for ensuring that noise levels do not exceed a reasonable level and that the occupants of neighbouring properties are not inconvenienced by noise, including noise from guests when leaving the Hall.

- **No Smoking**

Smoking is **NOT** permitted in any part of the Premises at any time. Any person who breaches this provision shall be asked to leave.

- **Heating**

If the heating thermostat has been pre-set for your hire, you must not turn it up. If you have been advised that you will need to set the thermostat when you arrive, please remember to turn it down to zero when you leave.

- **Housekeeping**

The Hirer is responsible for leaving the Premises in a clean and tidy condition ensuring that: -

- Furniture is returned to its original position
- Table tops and the kitchen surfaces are wiped clean.
- Any crockery used is washed, dried and put away (Tea towels are NOT provided).
- All rubbish is collected and taken away (the waste bins provided are for paper towels!)
- All toilets are left clean and without rubbish
- All spillages are mopped-up

A charge for cleaning may be made if these conditions are not satisfied.

- **End of Hire**

The Hirer shall be responsible for ensuring that: -

- The Premises are vacant including the toilets
- All appliances (except the fridge) are turned off.
- All water taps have been turned off.
- All equipment, stores, stalls, jumble sale items etc brought on to the premises by the hirer is removed.
- All electric lights are switched off.
- All exit doors are locked.
- The keys are returned either to the external Key Box or to the Caretakers.

The Premises must be vacated at the end of the agreed hire period. An excess charge may be levied if this condition is not observed.