

# Stoke Golding Village Hall

## Conditions of Hire

Stoke Golding Village Hall is run by volunteers for the use of the local community and as such it is used by a diverse collection of groups and individuals.

To ensure that all groups and individuals can benefit from using the hall, all hirers must abide by the following Conditions of Hire:

### Hiring the Hall

1. The hall shall only be used for the purpose stated on the Booking Confirmation.
2. No person under the age of 18 shall hire the hall without parental backing and full responsibility.
3. Any person under 18 having a function must have an adult to child ratio of 1:10.
4. The Hall is unlicensed; therefore, alcohol cannot be sold on the premises.
5. The full amount of the hire charge is payable in advance and within 14 days of receiving the booking confirmation to "Stoke Golding Village Hall Management Committee".
  - a. Please note the SGVHMC reserves the right to cancel a booking if payment is not received within 14 days and another request/payment is received.
6. Keys are to be collected by prior arrangement with the Booking Clerk at which time a security deposit of £100 (cash) must be paid. (Not applicable to regular users).
7. Security deposits will be refunded in full providing keys are returned, rubbish is removed and the hall is left in the same condition as found.
  - a. In the event of any breakages and/or damage to the Hall or its equipment, appropriate deductions will be made from the security deposit to cover the cost of replacement/repair.
8. The Village Hall has its own public liability insurance which provides indemnity should a claim arise and the management committee be found negligent.
  - a. However, this does not cover claims against hirers of the hall who should consider whether they need to take out their own insurance.
9. The Village Hall does not take responsibility and carries no insurance for the personal possessions of groups or individuals using the hall.
  - a. This includes any equipment stored at the hall.
10. Safeguarding children, young people and vulnerable adults (Regular User Groups Only)

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with 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).

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### Using the Hall

11. The hall is in regular use so to ensure you do not interrupt or disrupt other hall users we ask that you only access the hall during the times stated on your booking confirmation.
12. The hirer should familiarise themselves with the "Village Hall Standard Risk Assessment" and are advised to assess their own risks.
13. The hirer should ensure that they know where the fire exits are located and ensure that they are not blocked.
14. Whilst using the hall, the main entrance gate to the building **must** be kept unlocked to comply with fire regulations.
15. The maximum occupancy for the main hall is 150 and 20 for the upstairs committee room. These numbers must not be exceeded.
16. On completion of hire, the hirer must:
  - a. Ensure all doors are locked and the lights turned off.
  - b. Ensure the heating is returned to the correct setting as per the instructions located next to the central heating programmer.
  - c. The floor is swept, ensuring all spillages are cleaned up (with water only), it is left clear of debris and dry, so as not to cause a hazard to the next user.
  - d. All rubbish must be removed from the premises and placed in the appropriate bins. (A bin is located outside the back door for general landfill waste, including nappies, and additional recycling facilities are available in the main car park for specific types of rubbish).
17. Any problems occurring during the hire are to be reported immediately to the Booking Clerk.
18. Smoking is not permitted anywhere in the building.

### Cancellation Fee

19. In the event of cancellation, the SGVHMC will apply the following refund policy:

Amount of Notice Given	Amount of Refund
More than 1 calendar month's notice	100% of Hire Charge
Between 1 calendar month and 2 weeks' notice.	50% of Hire Charge
Less than 2 weeks' notice.	No refund applicable

20. In the event that the SGVHMC has to cancel your booking you will receive a full refund of any hire charge paid.

**The SGVHC hopes your event is successful and thanks you for using the Village Hall.**

Any queries please contact the Booking Clerk: Sarah Beale - 01455 212074, 07894 051076  
[stokegoldingvillagehall@gmail.com](mailto:stokegoldingvillagehall@gmail.com)