

Toller Porcorum Village Hall Booking Terms and Conditions

Charges per hour with a minimum of 1 hour are shown on the [Hiring](#) page of the web site.

Trustees reserve the right to refuse booking requests and to enter the hall at all times.

Hirers must be aged 18 or over and accept full responsibility for compliance with the conditions of hire and shall also be present for the duration of the hire.

Supervision: The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents, their care, safety from damage or change of any sort and the behaviour of all persons using the hall whatever their capacity. The hirer shall also supervise any car parking. The Trustees do not accept any liability with regard to any damage, howsoever caused, to any vehicles parked at the hall or in the near vicinity of the hall. The hirer shall make good or pay on demand for any and all damage to the premises, fixtures, fittings, contents including, but not limited to, the loss of contents.

Use of The Premises: The Hirer shall not use the premises for any purpose other than that described in these Hiring Conditions and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies, in respect thereof.

Insurance: A valid Public Liability policy is held, but the Hirer is reminded of their responsibility for the welfare of those using the premises for the entire duration of the hire and the conditions of use of the premises.

Health and Hygiene: The Hirer shall, if preparing, serving or selling food, observe all relevant food and hygiene legislation and regulations. A refrigerator is provided. The Trustees accept no liability for any illness caused.

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.

Licences: The Village Hall has a Premises Licence authorising regulated activities from 10am- midnight, Mon to Sat and from 10am to 11pm on Sun. Please ensure that any hire finishes 30 minutes prior to these times and that the car park is cleared within 30 minutes. Please make every effort to ensure that all participants do not cause a nuisance to nearby residents. The Hall is near houses so please encourage everyone not to slam car doors or to use their car horns. The hall does not hold a licence for the sale of alcohol at events, if you will be doing this you must [apply for a licence](#).

Polling Station: The hall management committee reserve the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a refund of any deposit already paid.

End of Hire: The Hirer shall be responsible for:-

- Leaving the premises and surrounding area in a clean and tidy condition- **this particularly applies to floors, kitchen and toilets.**
- Securing all doors and windows

- Replacing any contents temporarily removed from their usual position.
- Clearing and taking away ALL rubbish.

The Trustees shall be at liberty to make an additional charge if the Hirer fails to comply with this condition.

The Trustees accepts no responsibility for stored equipment or other property brought onto or left at the premises. All liability for loss or damage is excluded. All equipment and other property must be removed at the end of hiring.

Deposit: Depending on the nature of the booking, a damage deposit of up to £100 may be required. The deposit will be returned within 7 days after the hire but will be held against any damage or cleaning costs if the hall is not left in an acceptable condition.

Cancellation: If this booking is cancelled less than 7 days before the hire date, no refund will be made.

Public Safety Compliance: The Hirer shall comply with all conditions and regulations in respect of the premises by the Fire Authority, Local Authority, and the Licensing Authority or otherwise, particularly in connection with events which constitutes regulated entertainment, at which alcohol is sold/provided or which is attended by children.

Means of Escape: All means of exit from the premises must be kept free from obstruction and immediately available for instant exit. In the event of a fire evacuate the premises immediately and assemble in the car park well away from the Hall. The Fire and Rescue Service shall be called to any outbreak of fire, however small, and the incident notified to the [Booking Secretary](#).

No Alterations: No alterations or additions may be made to the premises. Please ensure that only Blu Tack is used to attach posters and other materials to the walls and is removed by the end of hire.

Indemnity: The Hirer shall indemnify and keep indemnified the Trustees against (a) the cost of repair of any and all damage done to any part of the premises including the cartilage or the contents (b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises(including the storage of equipment) by the Hire, and (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance to a third party as a result of the hire.

The Village Hall is insured against any claims arising out of its **own** negligence.