



Terms and Conditions of Hire - Chapmanslade Village Hall

Revision May 2026

1. All applications for the hire of this hall must be using the Hallmaster software on the website www.chapmansladevillagehall.co.uk The booking confirmation and invoice emails included these terms and conditions. Acceptance of the booking is considered agreement to these terms and conditions. The person who has made the booking shall be considered the hirer. Where a promoting organisation is named in the booking, that organisation shall also be considered the hirer and shall be jointly and severally liable hereon with the person who made the booking. The hirer must be over the age of twenty-one at time of booking.
2. All charges must be paid before the time of hiring unless agreed otherwise with the booking officer.
3. The Hirer shall be responsible for ensuring that all persons who enter the Hall during their period of hire observe and abide by these Terms and Conditions. The Hirer is responsible for providing supervision during the booking period and shall acquaint themselves as to the location of first aid kit, escape routes, fire alarms & fire fighting equipment together with external assembly point in event the building requires evacuation.
4. There is no public telephone within the hall. It is the Hirer's responsibility to ensure that immediate contact can be made with the emergency services in the event of need.
5. Reports of accidents, incidents, damage or defects should be made as soon as possible to either the Hall Booking Officer or any member of the Hall Management Committee. The accident book is located behind the kitchen door.
6. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright, and all such licences shall be produced to the representative of the Hall committee before commencement of the hiring. The hirer shall indemnify the Hall committee against any infringement of copyright which may occur during the hiring. The Hall does submit accounts and pay an annual fee in respect of PPL & PRS.
7. No excisable liquor shall be sold or supplied unless a TENS licence for the event has been applied for & granted to the hirer and presented to the booking officer or other representative of the Hall committee before the hiring commences.

8. The hire of the hall does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the hall is hired unless prior arrangement has been made with the representative of the Hall committee.
9. The hirer shall not sublet the hall or any part thereof.
10. Unless prior agreed with the booking officer at time of the hire agreement, use of and/or access onto the stage is prohibited.
11. Use of the kitchen facilities, other than incidental for preparation of minor refreshments, is not included within the hire agreement unless prior agreed with the booking officer. Full use of the kitchen facilities will incur an additional charge.
12. Hire of the hall crockery (matching "Churchill" china) is subject to an additional charge, which is to be agreed with the booking officer at time of hire.
13. Dishwasher use, where the kitchen facilities have been hired for meal preparation, is subject to an additional charge and use is to be agreed by the booking offer in advance. Note the dishwasher mains isolator is key operated; the key will be provided by the booking officer.
14. The hirer is responsible for all damage to the hall and the adjacent premises of the Village Hall, and to any property in the hall and on such adjacent premises occurring during the period of hire or while persons are entering or leaving the hall pursuant to the hire, however and by whomsoever caused.
15. The Chapmanslade Village Hall Committee shall not be responsible for any loss of or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the hall during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the owner against any claim which may arise out of the hiring or which may be made by any person resorting to the hall during the hiring in respect of any such loss, damage or injury.
16. Any temporary electrical installations by the Hirer shall comply with the following conditions:
 - a. Such installations shall be in accordance with the latest edition of the IEE (Institute of Electrical Engineers), the applicable BS (British Standards) & codes of practice, and the Electrical Supply Regulations
 - b. Be installed by a competent person or qualified electrician
 - c. Be kept separate from the existing fixed electrical installation
 - d. Be properly earthed and bonded (where applicable)
 - e. Any items of electrical equipment must be have a current PAT certificate (Portable Compliance Tested)
17. The right of entry to the hall is reserved to the representative of the hall

committee and any other agent of the owner and any police officer at any time during the hiring.

18. The hirer shall be responsible that good order is kept in the hall during the hiring and the owner may, if he thinks fit, charge the hirer for any extra expense it may incur for engaging police officers to preserve order prior to, during or after any entertainment or meeting in the hall.
19. The owner of the hall reserves the right to put a stop to any entertainment or meeting not properly conducted.
20. No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the hall nor shall any placards or other articles be fixed thereto. Please use the picture rail and notice boards only in the main hall for any such fixings to secure temporary decorations.
21. The hirer shall at the expiration of the period of hiring leave the hall in a clean and orderly state and directions in this regard are attached in the conditions for hall users. This especially applies to the kitchen area, and most specifically to the ovens & hobs.
22. Property of the hirer and the hirer's agents must be removed on the day of the hiring, unless previously agreed with the representative of the hall committee, or fees will be charged for each day or part of a day until the same is removed. The owner of the hall accepts no responsibility for any property left on the premises after the hiring; insurance of such will be the responsibility of the Hirer. In the case of bazaars, jumble sales and any other occasions when property is brought into the premises for sale all property remaining unsold at the termination of the hiring will be considered to be the property of the hirer for the purposes of this condition.
23. No flags, emblems or other decorations shall be displayed outside any part of the hall without the previous consent of the representative of the hall committee.
24. The hirer shall remove any flag, emblem or other decoration displayed inside the hall if in the opinion of the representative of the hall committee it shall be unseemly or expose the hall to an undue risk of fire or in the opinion of the representative of the hall committee is likely to lead to a disturbance of a breach of the peace.
25. No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.
26. Unless confident or otherwise suitably experienced the hirer should not attempt to remain in the hall in event of fire and try to extinguish using the firefighting equipment provided. All occupants should exit to the muster point (car park) and the fire services contacted immediately. The hirer must remain at the premises until their arrival.
27. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the representative of the hall committee.
28. Animals must not be allowed on the playing field and children's playground

and in any part of the hall premises excepting for the entrance lobby and main hall. Unsupervised young children must not be allowed entry to the stage, kitchen or bar area.

29. The hirer will be charged an additional £30 on top of the hiring fee if the premises have not been cleaned to the satisfaction of the representative of the hall committee and the attached conditions have not been fulfilled.
30. The maximum number of hall users at any one time shall not exceed:
 - a. 122 persons for a sit down meal
 - b. 126 persons for a seated performance
 - c. 185 persons for unseated occupation (eg dancing)
31. **Safeguarding.** The hall committee has prepared a Safeguarding Policy that covers the safeguarding for Children, Young People and Vulnerable Adults for its range of facilities, activities that take place within its environs and events carried out. This policy objective is to ensure that a robust set of safeguarding principles are in place, that its policies and working procedures are current and fit for purpose, and that all complaints are investigated promptly & efficiently, and handled with due sensitivity and without bias.

A copy of this policy is available on the village hall web site, but it is the absolute responsibility of the hirer for their own safeguarding arrangements. Organisers of activities attended by vulnerable persons must have appropriate measures in place to ensure sufficient protection is afforded to those persons and these must be divulged at the point of booking our venue.

Where applicable the hirer should have their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

32. **Coronavirus.** The hall committee prepared a separate guidance document for hall occupation concerning precautions against covid-19 as at April 2021. This follows Government latest advice however it is the absolute responsibility of the hirer to ensure compliance as contemporaneously applicable for those persons attending the hall, including disclosure to the authorities where relevant.
33. **Access to the Hall and car parking.** Whilst the hall facility includes good sized off-road car parking, all users need to be vigilant when driving to/from the hall to mitigate risks from:
 - a. Pedestrians using the section of road between A3098 junction and spur to the hall as segregation with traffic is not possible
 - b. Traffic particularly driving east through the village can be difficult to see by hall users when driving away from the hall onto the A3098 (the junction visibility splay is more limited when looking west). Care however does need to be exercised in observing in both directions.
34. **Naked candles.** A naked candle represents a heightened fire risk and can cause injury. Hirers must respect the following additional safety rules: a. Any hirer who intends to place lit candles on tables must complete their own fire risk assessment and submit to the Booking Officer in advance. This is a condition of the Hall insurance cover. The hall committee has prepared a

facility-wide fire RA which is available for information to the hirer.

- b. A common sense approach will be expected ie no candles left unattended at any one time, the tables must be positioned away from the walls so potential contact with the window curtains isn't possible. Candles must not otherwise be placed near any flammable substances [for example clothing, alcohol etc].
- c. Children should be supervised and not be permitted to "run loose" within the hall.
- d. All candles must be extinguished after use and taken from the hall by the hirer and not placed into the hall bin(s).

35. **Fire Safety (England) Regulations 2022.** Hirers should acquaint themselves with the Hall fire safety instructions, including the evacuation strategy, how to report a fire and what must be done when a fire occurs. Fire doors must not be propped open [entry door into the main hall and kitchen door] and no obstacles should be placed in front of fire or the escape doors [within the main hall]. Hirers should immediately report any faults with doors.

36. **CCTV.** The Hall and its wider facilities are monitored by CCTV [with recorded images] for the safety of users and to help guard against vandalism and/or break-in. The Hall has a CCTV Policy that complies with the General Data Protection Regulation and Data Protection Act 2018. A copy is available on the village hall web site.