



Chaddleworth Village Hall
Upper End,
Chaddleworth,
Newbury
RG20 7DY

Registered Charity No. 1055503

Contact:

David Jennings

(Booking Clerk and Treasurer)

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- 1. Respect** Please respect Chaddleworth Village Hall. It is used by Chaddleworth Parish as a place to meet and discuss our great village, to have parties and have a good time, to learn and make new friends. It is a big part of our village life, **so look after it** and keep it in good order and reputation for everybody to use.
- 2. Hirer** The Hirer of the Village Hall must be **over 18 years old** and will be responsible of all persons under that age in the Village Hall.
- 3. Hire Charges** The Trustees of the Village Hall reserve the right to vary their charges and may at their discretion ask for a deposit for any booking. Payment is preferred by bank transfer to Chaddleworth Village Hall's bank **Metro, sort code 23-05-80, account number 44571829.**
- 4. Usage Area** Hire of the Village Hall entitles the Hirer to use of the car park, main hall, kitchen and toilet facilities. The Hall's What Three Words location is <https://w3w.co/rectangular.sensible.decoding>
- 5. Capacity** The maximum number of persons allowed in the Hall at one time is 65 persons seated with tables and chairs or 100 persons standing without furniture.
- 6. Security** The Hirer is responsible for collecting and returning the keys, locking the Hall and Car Park after use and for security during the period of hire. The Hirer should be away from the Hall by 1am after Friday and Saturday events, and by midnight on all other nights.
- 7. Emergency** The Hirer must ensure at the commencement of the hiring that the small red light in the emergency lighting above the exit doors and ceiling is on, that the fire exit can be easily opened and that access to these doors is kept clear throughout the hiring. **Fire appliances and First Aid Box** are provided and **must not be removed or tampered with.** Attention is drawn to the fire drill notice displayed on the notice board in the Village Hall. In case of an emergency, contact the Booking Clerk on the telephone number above, or at The Hollies, Sheeppouse Way, Chaddleworth. What Three Words location: <https://w3w.co/systems.delivers.sharpness>
- 8. No Smoking** Please **do not smoke** in any part of the Village Hall at any time. Please respect other users of the Hall.
- 9. Licenses** The Hall is not licensed for the sale of alcohol. It is the Hirer's responsibility to obtain a **Temporary Event Notice (TEN)** before the hiring. The Village Hall Booking Clerk can assist with this process. You must confirm in writing to the Trustees that the TEN has been granted before the hire takes place. The Hall's

Public Entertainment Licence, which governs the sale and consumption of alcohol, **cannot in any circumstances be extended beyond midnight on Friday and Saturday or beyond 11pm on other evenings.**

- 10. Safeguarding** The Hirer 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 Childcare Act 2006, 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).
- 11. Noise** The Hirer must ensure that **nuisance and noise levels are kept to a minimum.** Music must not be played after midnight on Friday and Saturday, or after 11pm on any other evening. The Trustees reserve the right to enter the premises at any time and, if necessary, to demand that music or other noise or activity is reduced or stopped.
- 12. Heating** Heating is included in the cost of hire. Attention is drawn to the notice displayed in the Hall regarding the correct usage of the heating. Please do not adjust the wall heaters in the Hall. The use of privately provided heating or electrical appliances is not permitted and is against local authority fire regulation. It is the responsibility of the Hirer to switch off the water heater and all appliances in the kitchen at the end of the hire.
- 13. Tables & Chairs** Hire includes the use of all tables and chairs, on condition that they are put back in the end storeroom the way you found them.
- 14. Crockery** Crockery is available in the kitchen for use if needed. Any breakages should be reported and a charge may be made.
- 15. Decoration** Please do not use drawing pins, nails, tape or other fastening which might mark or cause damage to any part of the Hall.
- 16. Rubbish** All rubbish must be taken out of the Village Hall after using it and put in the large wheeled bin provided. The key for this is in the kitchen. On no account may refuse be left in any other receptacle or elsewhere.
- 17. Clean & Tidy** The Village Hall must be left clean and tidy after use. Toilet facilities must be checked and left clean. Tables and chairs which have been used must be wiped over and put away clean. All work surfaces in the kitchen must be wiped over. Floors must be swept and washed after every hire of the Hall.
- 18. Damages** **If the Hall is not left clean and tidy after your hire, the Trustees of the Village Hall will charge you for the cleaning of the Hall and/or for any damages to the Hall and contents.** Please clean the Hall and leave it as you found it.
- 19. Car Park** Use of the Car Park is included with the Hall hire. The key for the gate padlock is included with the Hall keys. Please **lock the Car Park on departure.** Use of the Car Park is at the risk of the Hirer and their Guests. The Trustees will not

accept responsibility for damage, accident or loss. Please avoid parking on the road outside of the Hall.

- 20. Equipment** The Village Hall accepts no responsibility for any equipment or other property brought on to or left at the premises and all liability for loss or damage is hereby excluded. All equipment and possessions of the Hirer brought into the Premises for the duration of the hiring must be removed at the conclusion of the hiring. This applies in particular to catering equipment and unsold items from jumble sales. If the Hirer fails to remove any equipment or possessions within 7 days of the hire, the Village Hall may dispose of such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred
- 21. Appliances** The Hirer shall ensure that any electrical appliances brought by them to the premises shall be under one year old (or have a PAT test certificate), safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- 22. Fireworks** Use of fireworks is not permitted.
- 23. Animals** The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Trustees. No animals whatsoever are to enter the kitchen at any time.
- 24. Cancellation** If the Hirer wishes to cancel the booking before the date of the event and the Trustees are unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Trustees. The Trustees reserve the right to cancel a hire by written notice to the Hirer in the event of:
- a. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
 - b. The premises becoming unfit for the use intended by the Hirer.
 - c. Or the Trustees reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- 25. No Rights** The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.