



WILLINGTON VILLAGE HALL

HIRE AGREEMENT

Booking form + Terms & Conditions of Hire

6 Twyford Road, Willington, Derbyshire, DE65 6DE | willingtonvillagehall@gmail.com | 07895 765935

IMPORTANT Your booked time is from entry to exit and must include set-up and clearing/cleaning time. Please do not enter before your booking starts or overrun your booked period.

BOOKING DETAILS

Date form completed: _____	Booking date: _____
Name of hirer/organisation: _____	Organisation representative: _____
Address: _____ _____	Postcode: _____
Telephone: _____	Email: _____ _____
Purpose of hire: _____ _____	Approx. number attending: _____
Start time (entry): _____	Finish time (exit): _____
Fee payable: £ _____	Payment date/reference: _____

Space required

☐ Whole building £28/hr	☐ Main Hall only £18/hr	☐ Aubrey Room only £9/hr	☐ Spalton Room only £7.50/hr
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Children's parties do not have to hire the whole building. Whole-building hire is recommended for exclusive use, as meeting rooms may be in use by other hirers. The kitchen, foyer and toilets are shared unless the whole building is booked.

CLEAN & TIDY Leave all areas used clean and tidy. ALL rubbish must go in the outside wheelie bins around the side of the building; if full, take excess rubbish home.

Payment & acceptance

Payment is required at the time of booking. Your booking is confirmed once the completed form and payment have been received.

Account name: Willington Village Hall | Account number: 05853826 | Sort code: 60-12-01

By signing below, I confirm I am aged 18 or over and agree to the attached Terms & Conditions of Hire and General Information & Hirer Guide.

Hirer signature: _____ _____	Date: _____
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TERMS & CONDITIONS OF HIRE

These Terms & Conditions apply to all bookings of Willington Village Hall. “Hall” means Willington Village Hall and its grounds; “Committee” means Willington Village Hall Management Committee; and “Hirer” means the person or organisation named on the booking form.

1. Booking and use of the Hall

- 1.1 Hirer.** The person making the booking must be aged 18 or over and is responsible for the booking, even where the booking is made on behalf of a group or organisation.
- 1.2 Booking confirmation.** A booking is not confirmed until the Committee has accepted the booking and the required form and payment have been received.
- 1.3 Booked space only.** The Hirer may use only the room(s) and facilities included in the booking. The Committee may enter the Hall at any reasonable time during a booking, including where needed for safety, maintenance or management purposes.
- 1.4 Entry to exit.** The booked period includes all set-up, decorating, event/activity time, clearing, cleaning and departure. Hirers must not enter before the agreed start time or remain after the agreed finish time without prior agreement.
- 1.5 Changes to a booking.** Any significant change to the purpose, activities, expected attendance, equipment, entertainment or use of rooms must be agreed with the Committee in advance.
- 1.6 No sub-hiring.** The Hirer must not transfer or sub-hire the booking to another person or organisation without prior agreement from the Committee.

2. Payment and cancellation

- 2.1 Payment.** Hire charges are those agreed at the time of booking. Payment is due at the time of booking unless the Committee has agreed different arrangements for a regular hirer.
- 2.2 Cancellation by the Hirer.** If a booking is cancelled at least 7 days before the event, no hire fee will be charged (and any hire fee already paid will be refunded). If cancelled within 7 days but more than 24 hours before the start time, 50% of the hire fee is payable. If cancelled less than 24 hours before the start time, or the Hirer does not attend, the full hire fee is payable.
- 2.3 Outstanding sums.** The Committee may decline further bookings while any hire fee, damage charge, cleaning charge or other amount due remains unpaid.
- 2.4 Cancellation by the Committee.** The Committee may cancel a booking if the Hall is required as a polling station, becomes unsafe or unavailable, is required for urgent works or an emergency, or if the Committee reasonably believes the proposed use would breach the law, licensing conditions or these Terms & Conditions. Any hire fee paid for the cancelled booking will be refunded; the Committee will not be responsible for other losses arising from the cancellation.

3. Hirer responsibilities and conduct

- 3.1 Supervision.** The Hirer is responsible throughout the booking for the premises, its contents and the behaviour and safety of all people attending, including children and guests.
- 3.2 Damage and loss.** The Hirer must report damage or breakages promptly and may be charged the reasonable cost of repair, replacement, additional cleaning or other loss caused during the booking.
- 3.3 Lawful and suitable use.** The Hall must not be used for any unlawful purpose or in any way likely to invalidate insurance, breach licensing conditions, cause unreasonable nuisance, or place people or property at risk.
- 3.4 Respect for others.** The Hall is a community venue. Hirers and attendees must treat volunteers, neighbours and other Hall users respectfully and keep noise to a reasonable level, particularly when arriving and leaving.
- 3.5 Risk and insurance.** The Hirer is responsible for assessing the risks arising from their activity and putting suitable controls in place. The Committee may require evidence of appropriate public liability insurance for commercial, regular or higher-risk activities.

4. Shared areas, children and safeguarding

- 4.1 Shared facilities.** Unless the whole building is booked, the kitchen, foyer, toilets and access routes may be shared with other Hall users. Hirers must not obstruct or monopolise shared areas and must supervise their group appropriately in them.
- 4.2 Children's parties.** Children's parties do not require exclusive use of the whole building. Whole-building hire is recommended where the Hirer would prefer exclusive use, as the meeting rooms may be occupied by other groups at the same time.

- 4.3 Safeguarding.** Where activities involve children, young people or adults at risk, the Hirer is responsible for appropriate safeguarding arrangements, suitable supervision, and any safeguarding policies, training or Disclosure and Barring Service (DBS) checks required for the activity or role. The Committee may ask regular groups or organisers to provide evidence of suitable arrangements.
- 4.4 Restricted areas.** Children and other attendees must not enter rooms, storage areas or equipment areas that are not included in the booking or are not intended for public access.

5. Capacity, public safety and fire safety

- 5.1 Maximum capacity.** The maximum capacity of the Main Hall is 120 people and must not be exceeded. Lower safe capacities may apply depending on layout, furniture, activities and access requirements.
- 5.2 Emergency access.** All fire exits, escape routes, doors, corridors and access for emergency vehicles must be kept clear at all times.
- 5.3 Responsible person.** The Hirer must familiarise themselves with the fire exits, emergency arrangements and the location of fire safety information before the event begins, and must ensure sufficient responsible adults are present to manage the event safely.
- 5.4 Fire precautions.** Fire doors must not be wedged open. Highly flammable materials and unauthorised heating appliances must not be brought into or used in the Hall. Portable LPG heating appliances are not permitted.
- 5.5 Smoke/fog machines.** Smoke, haze or fog machines are not permitted, as they may activate the Hall's fire detection system.
- 5.6 Fire or evacuation.** In the event of fire or other emergency, the Hall must be evacuated promptly using the appropriate exits, the emergency services called where required, and the Committee informed as soon as possible.

6. Bouncy castles and inflatables

- 6.1 Approval and size.** Indoor bouncy castles are permitted in the Main Hall only where the inflatable is suitable for the available ceiling height. The Hall's current maximum stated inflatable height is 220 cm. The Hirer must confirm the proposed inflatable with the bookings team before the event.
- 6.2 Recommended supplier.** We advise using Abi's Inflatables in Willington because they know the Hall and the size and height of bouncy castle the Main Hall can accommodate.
- 6.3 Safe use.** The Hirer must ensure the inflatable is installed and used in accordance with the supplier/manufacturer instructions. In particular, use must be supervised by a responsible adult; suitable matting must protect hard surfaces; shoes and sharp objects must be removed; overcrowding must be prevented; and very small children should not use the inflatable at the same time as much larger children.

7. Licences, entertainment and alcohol

- 7.1 Premises Licence.** Willington Village Hall has Premises Licence SDDC/023215, which covers a range of activities including plays, indoor sporting events, films, recorded and live music and dance performance, subject to the licence conditions. It does not authorise the sale of alcohol.
- 7.2 Additional permissions.** The Hirer is responsible for identifying and obtaining any additional licence, permission or authorisation required for their event.
- 7.3 Alcohol / Temporary Event Notices.** Any proposed sale or supply of alcohol, or other licensable activity not covered by the Hall's Premises Licence, must be discussed with the Committee in advance. Where a Temporary Event Notice (TEN) is needed, the Hirer must agree this with the Committee before applying because the number of TENs available to a premises is limited.

8. Accidents, incidents and equipment

- 8.1 Accidents.** Any accident involving injury must be reported to the Committee as soon as possible and recorded in the Hall's accident book.
- 8.2 Equipment failure.** Any failure or defect in Hall equipment, or equipment brought in by the Hirer, which could affect safety must be reported promptly and the equipment taken out of use where appropriate.
- 8.3 RIDDOR.** Where an incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the person legally responsible for reporting must ensure the required report is made.
- 8.4 Lifting and furniture.** Hirers must take reasonable care when moving tables and chairs, use available trolleys where appropriate and ask for assistance if an item cannot be moved safely.

9. Animals, equipment, decorations and fixings

- 9.1 Animals.** Animals brought into the Hall must be kept under control. Animals are not permitted in the kitchen, except where the law requires otherwise (for example, an assistance dog where applicable).

- 9.2 Personal equipment.** The Hall is not responsible for loss of or damage to equipment or property brought in by the Hirer or attendees, except to the extent that the law provides otherwise.
- 9.3 Stored items.** Equipment and property must be removed at the end of the booking unless storage has been specifically agreed with the Committee.
- 9.4 Decorations and fixings.** No alterations or fixings may be made to the building without permission. Decorations must use the hooks or approved fixing points provided. Sellotape must not be used on walls, doors, painted surfaces or fittings. Decorations must be removed carefully without leaving marks or damage.

10. Car parking and access

- 10.1 Parking.** Vehicles must use marked parking bays where possible. Overspill parking may use the grassed area in front of the Hall when conditions allow. The two disabled bays must be kept available for eligible users.
- 10.2 Emergency routes.** Vehicles must not obstruct access to the Hall, the grass overspill area, neighbouring properties or emergency vehicle routes.
- 10.3 Off-site parking.** Additional parking is available at the marina car park approximately 75 yards from the Hall. Users park at their own risk.

11. END OF HIRE - CLEANING, RUBBISH AND SECURITY

THIS IS A CONDITION OF HIRE The Hall must be left clean and tidy for the next user. ALL rubbish must be put in the outside wheelie bins around the side of the building. If the bins are full, the Hirer must take excess rubbish away.

- 11.1 Clean and tidy.** The Hirer must leave every room and shared area used in a clean and tidy condition. Floors, kitchen surfaces and toilets used by the group must be left as they were found. Tables and chairs must be wiped where necessary and returned to their correct positions.
- 11.2 Rubbish.** All rubbish must be bagged and placed in the outside wheelie bins around the side of the building. The Hall does not provide separate recycling facilities. If the bins are full, excess rubbish must be taken home or otherwise removed by the Hirer.
- 11.3 Property and decorations.** All personal property, equipment, food and decorations must be removed at the end of the booking unless prior storage arrangements have been agreed.
- 11.4 Final checks.** Before leaving, the Hirer must check taps are off, windows are closed and locked, internal doors are closed, lights are switched off, external doors are locked, the Hall key is returned to the lock box and the car park gate is closed.
- 11.5 Additional charges.** Where the Hall is not left clean, tidy and secure, or where rubbish/property is left behind, the Committee may charge the reasonable cost of cleaning, disposal, repair, replacement or additional staff time.

12. Data protection

- 12.1 Use of personal information.** The Committee will use personal information supplied in connection with a booking to administer Hall bookings, payments, communications, safety and the Hall's records.
- 12.2 Data protection law.** Personal information will be handled in accordance with applicable UK data protection law, including the UK GDPR and Data Protection Act 2018, as amended. Further privacy information is available from the Committee.

13. Unavailability, emergencies and changes

- 13.1 Hall unavailable.** If the Hall or any part of it becomes unfit or unavailable for the intended use, the Committee will not be liable for consequential loss or damage. Any hire fee paid for a booking the Committee cannot provide will be refunded.
- 13.2 Emergency changes.** The Committee may make reasonable changes to these Terms & Conditions or impose additional conditions where necessary for safety, insurance, licensing, legal requirements or a local/national emergency. Where practicable, affected Hirers will be notified.

14. Nature of the agreement

- 14.1 No tenancy.** This agreement gives the Hirer permission to use the booked part of the Hall for the agreed period only. It does not create a tenancy or any other right of occupation.
- 14.2 Questions.** If the Hirer is unsure about any part of these Terms & Conditions, they should contact the bookings team before the event.