FYFIELD VILLAGE HALL

FYFIELD VILLAGE HALL CONDITIONS OF HIRE

Acceptance of Hire Conditions

Every person making an online booking request shall be deemed to have accepted and agreed to be bound by these Hire Conditions.

Bookings

All applications for the use of the Hall should be made by completing an online booking request on the Fyfield Village Hall website.

Bookings will be confirmed following receipt of a deposit of the higher of (a) £35 or (b) 20% of the full booking fee. The deposit must be paid within 7 days of the date of the invoice and bookings will be provisionally held during this time. If the deposit has not been received within 7 days of the date of the invoice, then no engagement will be booked and the provisional booking will be cancelled.

FULL PAYMENT OF ALL FEES DUE ARE TO BE PAID IN ADVANCE, NO LATER THAN 14 DAYS BEFORE THE HIRE DATE, otherwise no access will be granted to the Hall.

The Fyfield Village Hall Management Committee ('the Committee') reserves the right to refuse any application for the use of the Hall or to cancel a hire.

Cancellation by hirer

Should the Hirer cancel the hire, a refund of 90% of the fee will be made if the period in question is re-hired, otherwise no refund will be made. The Committee may, in exceptional circumstances and at its sole discretion, waive or modify this condition. Whilst every effort will be made to provide the Hirer with the accommodation booked, the Committee will not be responsible for any claim for damages caused as a result of the non-availability of the Hall other than the refund of the fees paid.

Damage deposit

A deposit of (a) £100 for daytime hires; or (b) £250 for evening hires must be paid prior to all one-off or irregular hires of the Hall no later than 7 days before the hire period. The damage deposit may be retained by Fyfield Village Hall at the discretion of the Committee in event of any breach of any of these Hire Conditions.

Hours of Booking

The Hirer cannot take possession of the Hall before the time booked and must vacate the Hall no later than the expiring time. **Set up and clearing is to be included within the paid-for hire times and not outside of the booked hours.** All evening bookings must be finished by

11.00pm when the Hall will be locked. Hirers must allow sufficient time for clearing away *before* 11.00pm.

It is the responsibility of the Hirer to clear the Hall within the booked hours and failure to comply will result in an additional charge per hour or part thereof.

Vacating and Cleaning

The Hirer must ensure that the Hall, kitchen, external patio area and car park are left in a clean and tidy condition e.g. floors to be swept, any liquid removed from floors, table tops cleaned, kitchen to be wiped down and patio area cleared of rubbish. **Failure to leave the Hall in a satisfactory condition will result in an additional cleaning charge of £100.**

Cleaning equipment (jay cloths, surface cleaner, washing up liquid, broom, dustpan and brush) for hirers' use will be in the kitchen. Hirers should bring their own tea towels and bin bags.

All rubbish must be removed by the Hirer and taken home. The bins in the car park are not for hirers or commercial use and rubbish should not be placed in or next to them. Any broken glass must be swept up immediately and disposed of safely. Bottles and broken glass should be taken away from the Hall and not left on site. **A clearance charge of £100 will be charged for removal of any waste left on the site.**

Health and Safety

The Hirer must comply with the current Fyfield Village Hall Health and Safety Policy when using the Hall. This is available on the Fyfield Village Hall website and on display in the Hall.

Smoking policy

The Hall operates a strict no smoking policy. If smoking outside, the cigarette bins are to be used and any dropped cigarette butts swept up and disposed of in the bin provided.

Damage

Nails, hooks, adhesive tape, drawing pins or other devices must not be fixed to the walls, woodwork, doors and frames of the building.

No ball games are to be played in the Hall without the prior consent of the Committee.

The Hirer will be liable for the total cost of repairing any damage to the building or the contents thereof, including fire extinguishers, and these costs shall be recoverable as a civil debt from the Hirer.

Music and Dancing Licence

Fyfield Village Hall has the appropriate permissions covering all public performances including reproduction of music. All music must cease by 11.00pm and amplified sound should be kept down to a reasonable level so as not to disturb our neighbours.

Alcohol

Alcohol may only be sold if the Fyfield Village Hall Bar has been booked and is staffed by members of the Committee. Members of the Committee staffing the bar do so on a voluntary basis and are not responsible for cleaning the Hall.

Electrical and Heating System

The electrical and heating systems must not be tampered with.

Parking of Vehicles

The road to the Hall must not be obstructed and **no vehicles are to be left in the car park overnight**.

Inflatables/Bouncy Castles

Bouncy castles and other inflatables are permitted subject to compliance with the Inflatables Policy. This is available on the Fyfield Village Hall website and on display in the Hall.

Indemnity

The Hirer shall indemnify the Committee from and against (a) all claims, demands, actions or proceedings in respect of any loss, damage or injury which may be brought against or suffered by the Committee arising from or in consequence of the non-observance or non-performance of any of the Conditions or Regulations or any act, neglect, default or omission of the Hirer, his/her agents or servants and (b) all claims, demands, actions or proceedings in respect of the death or injury howsoever and by whomsoever caused to any person which shall occur or arise from any accident or occurrence which shall happen while such person is in or upon any part of the premises or property of the Committee during the period of hire or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.

Safeguarding children, young people and vulnerable adults

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 Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Hirer must provide the Committee with a copy of its Safeguarding Policy and evidence that the Hirer has carried out relevant checks through the Disclosure and Barring Service (DBS).

Variations

The Committee reserves the right at any time without notice to vary these Conditions.

Fyfield Village Hall Management Committee of Trustees
October 2026