

## Terms And Booking Conditions for Hiring Offenham Village Hall 23 February 2023

Please consult the booking secretary if you have any doubt about the following.

By signing the booking form, you are agreeing to abide by all terms and conditions.

1. **THE HIRER**, will be responsible for the proper use of the Hall building, its fabric and its contents.  
**The HIRER** will also be accountable for any damage and behaviour of all persons using the Village Hall and Car Park during the period of hire.
2. **THE HIRER** shall not sub-hire or use or allow the premises to be used for any purpose that is unlawful, immoral or causes a nuisance or offence to the residents of Offenham.
3. **THE HIRER** shall not bring on to the premises or allow to be brought onto the premises anything that could endanger the premises or render invalid any insurance policies on the premise. (This would include naked candles, highly flammable substances or combustible decorations such as polystyrene, plastic film or cotton wool.)
4. **THE HIRER** and Guests **cannot** sell **alcohol** in the village hall or carpark at any event.
5. **THE HIRER** and Guests are **not** allowed to bring into the hall and consume alcohol when the Village Hall Bar is booked. Contact booking secretary or treasurer for clarification @ [bookings@offenhamvillagehall.org.uk](mailto:bookings@offenhamvillagehall.org.uk)
6. **THE HIRER** or persons instructed by the hirer shall not carry out any deep-frying on the premises.  
Either by using the cooker or with a free-standing fryer.
7. **THE HIRER** shall not use any portable heating appliance without the consent and authorisation of the Village Hall Trustees
8. **THE HIRER** shall ensure that any electrical equipment introduced on to the premises must have a current Portable Appliance Test (PAT) Certificate.
9. **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and Local Magistrate Court or Otherwise. This includes conducting a health and safety risk assessment of the hall for each event and ensuring all attendees are aware of the evacuation plan in the event of an emergency.
10. **THE HIRER** shall indemnify the Village Hall Trustees Committee for the cost of repairing any damage to the premises and its contents as a result of the hiring.
11. **All Hirings** must finish no later than 12:00 midnight unless special permission is given by the trustees and the hall must be vacated by 12.30 am
12. **The Hirer** shall be responsible for leaving the premises and surrounds in a clean and tidy condition and ready for the next Hirer. Also leaving the premises properly locked and secured. Any contents temporary removed from their usual positions shall be properly replaced, unless directed otherwise by a trustee.  
Failure to do so will allow the trustees to make an additional charge or Hirers lose their deposit.  
**If you leave the hall uncleaned or not in a satisfactory condition, you will be charged an automatic minimum £20 towards cleaning. This also applies to any furniture or equipment not being put back in it correct place.**  
**The hirer may also lose all their deposit. See cleaning rules.**
13. **The Committee** reserves the right to cancel any hiring in the event of the hall being required for use as a polling station for Parliamentary or Local Government Election or bye election or where the hall is required for the alleviation of hardship by a Local or National Emergency. In these circumstances the Hirer shall be entitled to a refund of any deposit paid.
14. **In the event** of the Hall or any part of the hall being rendered unfit for use for which it has been hired, the Committee / Trustees shall not be liable to the Hirer for any resulting loss or damage whatsoever.

15. **The Trustees of Offenham Village Hall** disclaim responsibility for any loss or damage to property in or near the Village Hall or carpark and for the death or injury to any persons not resulting from the Trustees negligence.

16. **All dates** and times blocked booked must be paid for including cancellation due to bad weather unless reasonable notice is given.

17. **Full payment** for all private bookings is required 7 days before the date of hire by cash, cheque or via BACS, details are on the confirmation email.

Offenham Village Hall is run and managed by volunteers. Please help us look after your Hall

Thank You

Offenham Village Hall Management Committee / Trustees

Contact details

Booking and Enquires 07519033287

Booking and Enquires email [bookings@offenhamvillagehall.org.uk](mailto:bookings@offenhamvillagehall.org.uk)

Accounts email [treasurer@offenhamvillagehall.org.uk](mailto:treasurer@offenhamvillagehall.org.uk)

Other enquires [contact@offenhamvillagehall.org.uk](mailto:contact@offenhamvillagehall.org.uk)

Emergency contact only 07986 255739