

THRELKELD VILLAGE HALL



TERMS AND CONDITIONS OF HIRE AND CHARGES

It is important when you hire or use Threlkeld Village Hall that you read and understand these Conditions of Hire. They do apply in all cases, whether you have formally agreed to them or not.



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GENERAL CONDITIONS FOR ALL HIRERS

These terms and conditions apply to all those who book and use Threlkeld Village Hall. Further terms and conditions are detailed in subsequent sections depending on the kind of booking. The facility may be hired by the hour or hired as a 'package'. The User should refer to one of the following sections concerning further terms and conditions relating to hire charges, special conditions, deposits and cancellation charges for bookings. For hiring by the hour, please refer to the section [Additional Information for Bookings made on an Hourly Basis](#). For hirers on a package basis – for example [Weddings](#) or [Camping Barn](#) bookings please see the appropriate Section.

The terms and conditions are part of an agreement between the Village Hall Trust (VHT) and the hirer, who may be an individual or an organisation represented by an authorised person. The terms and conditions are based on the model booking agreement for Village Halls produced by the Association for Communities in Rural England (ACRE).

The terms and conditions should be read in conjunction with:

- *Village Hall policies* on Health and Safety; Equal Opportunities; Environment; Data Protection and Child/Vulnerable Adult Protection which are displayed on the website and in the Village Hall
- the *Village Hall User's Guide*, which includes detailed rules and guidance supplementing these basic terms and conditions; with specific provisions applying to overnight stays and to the sale of alcohol which MUST be observed.

Copies of all these documents are available on the Village Hall website; emailed and hard copy versions are available on request.

All the conditions, plus any special conditions imposed at the time of booking, apply unless specifically excluded in writing in the Booking Confirmation Form.

Signing or signifying agreement to the Booking Confirmation Form certifies that the hirer is aware of these terms and conditions, will abide by them and will ensure that those who use the Hall in conjunction with their booking act in accordance with them. The VHT will assume that anyone signing on behalf of an organisation is duly authorised to do so.

In the event of someone using the Village Hall without signing or specifically agreeing to the Booking Confirmation Form, then it will be

deemed that they are aware of these terms and conditions, will abide by them and will ensure that those who use the Hall in conjunction with their booking act in accordance with them.

Confirmation of Bookings

Charges for all bookings are shown clearly in the Schedule of Charges and should be identified on your Booking Confirmation Form. Bookings are charged individually, in accordance with the *Schedule of Charges*, with any special discounts or other provisions.

As well as charges for use of the Hall spaces and facilities, there may be charges for use of equipment, the benefit of a license to sell alcohol etc. These should also be shown on the Booking Confirmation Form.

Once agreement to the Booking Confirmation Form (by email or post) has been accepted and any deposit paid, the Hall (or part of the Hall) will not be hired out to any other user at that time without the prior agreement of the hirer.

Payments

The payment date will be shown on your invoice. If the invoice is not paid by the due date, the Trust reserves the right to cancel your booking and any future bookings.

Payment by BACS is preferred to:

Threlkeld Village Hall
Barclays Bank
Keswick
Sort Code: 20-66-97
Account: 50876011

Cancellations by the Village Hall Trust

The Village Hall Trust reserves the right to cancel a booking by written notice in the following circumstances:

- the premises being required for use as a **Polling Station** for a Parliamentary or Local Government election or by-election
- the Village Hall Trust Management Committee reasonably considering that

- such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements
- unlawful or unsuitable activities will take place at the premises as a result of the hiring
- the premises becoming unfit for the use intended by the hirer
- 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.

In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

For cancellation by hirers, please see the appropriate section following for [Additional Information for Bookings made on an Hourly Basis](#), [Weddings](#) or [Camping Barn](#) bookings.

Access to the Hall/Time periods of hire

Bookings relate only to the specific rooms and days and times hired. **Hire periods will be in 15 minute units starting and finishing on the quarter hour. Hire periods must be long enough to allow for any setting up of and putting away/dismantling any furniture/equipment. Hire period of an hour or more are allowed 15 minutes before and 15 minutes after to allow for setting up/arrivals and dismantling/departures. If more time is required, the hirer should extend the hire period.**

Access is controlled by Key Cards which allow entry to the building and to the spaces booked for the time period of the hire.

Use of Premises, Supervision and Cleaning Up

The hirer (or his/her authorised representative) must be present during the period of hire and ensure that terms and conditions are observed.

Use of the Hall must always be responsible, with respect to the accommodation, facilities and equipment. The hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition; utensils and equipment put away; lights, taps, equipment etc all turned off; the rooms they have used and where appropriate the building itself secured unless directed otherwise; and any contents temporarily removed from their usual positions properly replaced. If the Hirer fails to meet this requirement the Village Hall Trust shall be at liberty to make an additional charge.

The hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

The hirer shall not use the premises for any purpose other than that described in the Booking Confirmation; shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way; nor do anything or bring onto the premises anything which may endanger the premises. The sale of alcohol is subject to special rules and permissions set out in the *Village Hall Users Guide*.

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Policies

All users must be familiar with and observe the policies of the Village Hall Trust relating amongst other things to **Health and Safety; Equal Opportunities; Environment; and Protection of Children and Vulnerable Adults**. Copies of these are available on the Hall website and are displayed in the Hall.

Any hirer or user of the Hall where Children and/or Vulnerable Adults are involved must have appropriate policies/procedures in place and must ensure that these are observed when using the Hall.

Fire

All Hirers must make themselves, and any individuals using the premises as part of their Hire, aware of emergency escape routes and fire alarm procedures.

Licensed activities and sale of alcohol

The Village Hall has a **Premises Licence** authorising the following regulated entertainment and licensable activities:

- the performance of plays
- the exhibition of films
- indoor sporting events
- the performance of live music
- the playing of recorded music
- the performance of dance
- entertainment of a similar description to the above
- the sale of alcohol

*Of the regulated and licensed activities, the only one which the Village Hall Trust needs to have specific information about is the **sale of alcohol**. Provisions are set out in the Village Hall User's Guide, and anyone selling alcohol must be aware of and observe these. Acceptance of these terms and conditions involves conforming to these provisions.*

The Hall has PRS and PPL licences

However, if you are playing recorded music as part of an event for which a fee is charged (for example an exercise class) you may need to have your own licence.

If other licences are required in respect of any activity in the Village Hall the hirer should ensure that they hold the relevant licence.

No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Village Hall Trust.

Any alteration, fixture or fitting or attachment so approved may at the discretion of the Village Hall Trust remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the hirer who must make good to the satisfaction of the Hall any damage caused to the premises by such removal.

No Rights

The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

No interference with the activities of other Hall users

Any use must be conducted in such a way that it does not unreasonably interfere with the activities of other Hall users by way of noise, disturbance or otherwise.

ADDITIONAL INFORMATION for BOOKINGS MADE ON AN HOURLY BASIS

This section applies to all Users booking the facility by the hour.

Schedule of Charges

The hire charges are given in Table 1.

Local Rates apply to:

- local individuals, organisations or companies
- Public or voluntary organisations which provide a service to the local area
- Other organisations that are providing a service which benefits local people

Standard Rates apply to all other Users. 'Unusual' use involving very large numbers or increased potential for damage may attract individual pricing.

Table 1: Hourly Hire Charges

	Local Rates (per hour)		Standard Rates (per hour)	
	Before 2pm	After 2pm	Before 2pm	After 2pm
Main Hall	£7	£8.25	£12	£14.50
Meeting Room *	£6	£7	£10	£12

* Meeting Room available from 6pm onwards

What's Included?

The charges include use of:

- Kitchen and all its equipment
- Toilets and showers
- Common areas
- Car Park
- Tables and chairs (60 off)
- Mirrors, exercise mats
- AV system and lights (but you will need a code to access the AV cupboard)

Optional Extras

Staging: Staging up to 18m² can be provided. This **must** be pre-booked and will be assembled and dismantled by trained Village Hall volunteers. The charge is £5.

Additional Chairs: Additional chairs (up to a total of 120) are available but **must** be pre-booked. The charge is £5

Bar License: If you are selling alcohol, you **must** inform us at the time of booking and a charge of £10 will be made.

Payment Schedules and Cancellation Charges

Regular Users are those who book on regular basis, such as weekly for a period of months. Regular Users will not normally need to pay a deposit and will be invoiced monthly in arrears. Cancellation more than 48 hours prior to a booking will not normally incur a charge. Cancellation within 48 hours or a may incur the full hire charge.

Occasional Users and One-Off bookings will be asked to pay 50% deposit at the time of booking and the balance to be paid 2 weeks prior to the event. Cancellation more than 48 hours prior to a booking will result in loss of the 50% deposit. Cancellation within 48 hours or a no-show may incur the full hire charge.

Clearing Up Afterwards and Damage & Cleaning Deposits

You must leave the hall as you found it, in a clean and tidy manner.

A **Damage & Cleaning Deposit** may be requested depending on the nature of your booking. For example parties will normally require payment of a **Damage & Cleaning Deposit** paid with the 50% balance. This will be refunded after the event following inspection of the facility, which must be left clean and tidy. All crockery, cutlery and glasses must be washed, dried and put away. Tables must be folded and put away. Chairs stacked 5 high. The kitchen and toilets must be left in respectable condition. Failure to comply may result in loss of some of the Damage & Cleaning Deposit.

WEDDING PACKAGES

This Section applies to those hiring a Package for Wedding receptions/ parties.

Schedule of Charges

The basic charge for the Wedding Package is £600.

What's Included

This package includes:

- Main Hall and kitchen from 2pm on the day prior to the wedding reception (for setting up), through the day of the reception and until 12 noon on the day after the reception (for clearing up). However, music must stop at midnight.
- Coffee Shop area after 5:30pm on the day of the reception
- Crockery and cutlery for up to 80 place settings
- 5 round tables, up to 10 large rectangular tables and 100 chairs
- Kitchen equipment
- Staging (subject to space available and prior discussion)
- Use of AV system

Payment Schedules and Cancellation Charges

Hirers will be asked to pay 50% deposit at the time of booking and the balance to be paid 3 months prior to the event. Cancellation more than 1 month prior to a booking will result in loss of the 50% deposit. Cancellation within 1 month or a no-show may incur the full hire charge.

Clearing Up Afterwards and Damage & Cleaning Deposit

You may clear up on the morning after the reception up to noon of that day.

However, if you have used the coffee shop area, this must be left clean and tidy and arranged as you found it ready for use as a coffee shop at 9am the day after the reception.

ALL WASTE MUST BE REMOVED by the hirer including any food and recyclable rubbish. Bin bags will be provided.

A **Damage & Cleaning Deposit** of £200 will be requested at the time of paying the balance. The Damage & Cleaning Deposit will be refunded after the event following inspection of the facility, which must be left clean and tidy. All crockery, cutlery and glasses must be washed, dried and put away. Tables must be folded and put away. Chairs stacked 5 high. The kitchen and toilets must be left in respectable condition. Failure to comply may result in loss of some of the Damage & Cleaning Deposit.

You do not have to clean the hall or kitchen floor which will be done by us using a professional floor cleaning machine.

Any damage to the facility and contents will also be taken out of the Damage & Cleaning Deposit.

CAMPING BARN BOOKINGS

Schedule of Charges

The basic charge for a Camping Barn booking is given in the Table below, depending on when the booking is made.

	Charges per person per night	Minimum Requirement
Booked more than 8 weeks ahead	£10	£180 per night Min 2 nights
Booked less than 8 weeks ahead	£10	£90 per night Min 2 nights

What's Included

This package includes:

- Main Hall and kitchen from 5:30pm on the day of arrival until 10:30am on day of departure.
- Use of all equipment and furniture, showers and toilets etc

Payment Schedules and Cancellation Charges

Hirers will be asked to pay 50% deposit (based on the number of persons or the minimum requirement, whichever is the greater) at the time of booking. The balance is to be paid on arrival or by invoice after the event by agreement with the Bookings Secretary. Cancellation more than 1 month prior to a booking will result in loss of the deposit. Cancellation within 1 month or a no-show may incur the full hire charge.

Clearing Up Afterwards and Damage & Cleaning Deposit

A **Damage Deposit** of £100 will be requested at the time of paying the balance. The damage deposit will be refunded after the event following inspection of the facility, which must be left clean and tidy. All crockery, cutlery and glasses must be washed, dried and put away. Tables must be folded and put away. Chairs stacked 5 high. The kitchen and toilets must be

left in respectable condition. Floors should be swept. Failure to comply may result in loss of some of the Damage & Cleaning Deposit.

ALL WASTE MUST BE REMOVED by the hirer including any food and recyclable rubbish. Bin bags will be provided.

Any damage to the facility or contents will also be taken out of the Damage & Cleaning Deposit.

THRELKELD VILLAGE HALL

Contacts for the Village Hall are:

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Updated 03 August 2018

