



TERMS AND CONDITIONS FOR THE HIRE OF THE VILLAGE HALL IN MAPLEBECK

These Terms and Conditions govern the provision and use of The Village Hall in Maplebeck

1. Terms In these Terms and Conditions

Certain words and phrases have the following meanings: “The Hall” means The Village Hall in Maplebeck. “The Committee” means The Village Hall in Maplebeck Management Committee. “The Hirer” means the person signing the Booking Form or who has formally agreed with a member of the Committee to hire hall.

2. Conditions of Hire

2.1 The Hall is available for hire for social, recreational, educational, and sporting activities.

2.2 The use of the Hall by any person/organisation is at the sole discretion of the Committee, which reserves the right to refuse any booking at any time.

2.3 The Hall is a registered charity and is the responsibility of the Management Committee as Trustees. It consists of a main room (12m x 7m), a kitchen, toilets and changing facilities. The Hall is fully accessible.

2.4 The Hall has a seating capacity of 80 and a maximum capacity of 110 for dances, parties, and similar functions. The use of chairs, tables and kitchen is included in the standard hire charge.

2.5 The Hall has a raised stage area and the benefit of high-quality sound equipment. These facilities are not included in the standard hire and an additional charge may be made for their use.

2.6 The Hall shall be hired to one responsible adult (The Hirer) who shall be responsible for all payments, the conduct and safety of the event and any damage, loss or breakages to the Hall and its contents. The Hirer and other users must not attempt to make any repairs to the Hall, its equipment, or contents.

2.7 Nobody may remove any contents or equipment from the Hall without the prior consent of a committee member.

2.8 Nobody is to hold any public meeting, demonstration or rally in the Hall nor display and material expressing social, political or religious views without the express permission of the Committee.

2.9 Permission to hold charitable collections in the Hall should be obtained from the Committee prior to the event.

2.10 The Committee reserves the right to cancel or terminate any booking they feel to be contrary to the interests of the community. Deposits may be forfeited, and payment of the full charge may be sought if the Committee considers it has been misled as to the nature of the event proposed.

3. Conduct

3.1 Children are not allowed in the kitchen.

3.2 Owing to the proximity of domestic residences, noise should be always kept to a reasonable level, particularly when leaving the building. Parking should not be allowed to obstruct or damage any of the village residents land or driveways. The Village Green can be used for overflow parking.

3.3 Causing a disturbance or fighting, the use of violent or obscene language or the bringing of any weapon into the Hall is not allowed.

3.4 Nobody is to behave in an obscene or indecent manner whilst on the premises.

3.5 Nobody is to enter the Hall under the unreasonable influence of alcohol, nor under the influence of any other substance. Refusal can cause unnecessary embarrassment to either side.

3.6 Smoking is not allowed on the premises.

3.7 Animals are not allowed in the Hall without the permission of the Committee. Guide/Hearing dogs are the exception.

3.8 Footwear: The wearing of shoes with stiletto heels and trainers with black soles is prohibited.

3.9 The Committee is committed to promoting dignity, respect and for all and creating an inclusive environment that is free from bullying, harassment, victimisation, and unlawful discrimination. We ask all users to respect our policy. Any hirer that we consider is in breach of our policy will have their contract for hire terminated.

4. Insurance and Safety

4.1 The Hirer is responsible for any damage to the Hall or its contents, for their property and the property of others brought to the Hall and associated with their booking. The Hirer shall indemnify the Committee against any such loss. It will be reported to the Committee member who is the hirer's point of contact.

4.2 It is the responsibility of the Hirer to ensure that all electrical equipment brought to the Hall is in a proper state and safe to use. The Hirer will indemnify the Committee from any claims resulting from their failure to comply with this requirement.

4.3 The Hall complies fully with all relevant Fire Regulations. An Emergency Procedures Document is displayed on the Hall notice board. It is the Hirer's responsibility to familiarise themselves with the location of the fire extinguishers and the fire safety procedures.

5. Licenced Activities

5.1 Alcohol: The Hall is not licensed for the sale of alcohol. It is the Hirer's responsibility to arrange the appropriate Temporary Events Notice (TENs) with Newark and Sherwood District Council.

5.2 Music: The Hall is only licensed to play music. It is the Hirer's responsibility to obtain the necessary approvals and licences for the public performance of any music, video, film, broadcast material or similar.

6. Heating and Lighting

6.1 Heating and lighting costs are included in the hire charges. The heating may be adjusted for the duration of the hire but should be reset after use.

6.2 The Hirer is responsible for ensuring all windows and doors are secured and all internal lights switched off when leaving the premises at the end of the hire period.

7. Cleaning

7.1 Every effort is made to ensure the Hall is in a clean and tidy state before each booking. The Hirer is required to leave the Hall in a similar state including the removal of all rubbish bags. Cleaning materials are provided. An additional charge may be made if special cleaning is required after the Hirer's use of the Hall.

7.2 No cleaning products whatsoever are to be used on the main Hall floor.

7.3 Chairs and tables must be returned to their original positions. Care should be exercised when moving the furniture to avoid damage to the floor.

7.4 The kitchen and its equipment must be cleaned after use. Materials for washing and drying are provided.

8. Storage

8.1 No equipment, materials, food or drink is to be stored in the Hall without the prior permission of the Committee.

8.2 There is very limited availability for storage of equipment. With the consent of the committee, equipment may be stored and owners are responsible for ensuring that items are fully insured, stored safely and that no hazardous or noxious materials are stored.

8.3 The Committee accepts no liability for the loss or damage to any equipment/materials stored in the Hall.

8.4 The Committee reserves the right to remove/dispose of any equipment/materials stored in the Hall where they consider them a danger to others, where they believe them to be abandoned or where ownership is uncertain.

9. Hire Charges, Bookings and Payment

9.1 Use of the Hall is charged by the hour or part hour in accordance with the specified rate with minimum charges applying to parties, dances, and similar events. The Hall is normally available for use between 0800 hrs and 2200 hrs daily.

9.2 All current rates deposits and charges are available on the website or by enquiry to a committee member.

9.3 Provisional enquiries may be made by emailing the committee on maplebeckvillagehall@gmail.com or filling in the Contacts Page on the village hall website. Provisional bookings will be held for a maximum of seven days and a completed Booking Form (available on the website or from a committee member) must be returned. No booking will be deemed to be confirmed until the completed booking form has been returned.

9.4 The deposit is required at the time of a firm booking being made and is only refundable in exceptional circumstances at the discretion of the Committee.

9.5 For bookings exceeding one day's duration a deposit of 25% of the hire fee is required at the time of the booking confirmation. In the event of a cancellation, beyond two weeks of the booking, 50% of the deposit will be non-refundable. (up to two weeks the deposit will be fully refundable). Payment in full is required before the event.

9.6 All charges must be paid in full in advance no later than 7 days prior to the event taking place. The payment in advance does not limit the Committee's right to charge for additional hours of use, cleaning and breakages if appropriate.