Stoneleigh Village Hall and Playing Fields.

Booking Conditions.

(Revised April 2025)

1. When Booking the Hall/Part of Hall.

You will need to complete and sign a Booking Form.

The conditions under which the Hall or part of the Hall is hired by you specify the responsibilities you accept in using it. Their purpose is to protect you the Hirer and the Village Hall and Playing Fields Trustees. By signing the Booking Form you agree to complying with the Conditions of Hire.

Set out below are the Conditions which you are agreeing to:-

(a) The Trustees reserve the right to refuse a booking.

(b) The record of Bookings is kept by Joe Ball, Booking Administrator. He will record your booking when it is confirmed. His telephone no. is 02476 411315.

(c) Bookings are confirmed by the payment of a refundable deposit (amount to be agreed with Booking Administrator). If paid by Bank Transfer this will act as the receipt once the amount has been received into the Hall's bank account. This deposit will be returned in full if no damages, losses or breaches of Booking Conditions have occurred due to your Hiring of the Hall/part of the Hall. It will be forfeited if you cancel your Booking without giving at least TEN days notice thereby preventing the use of the Hall/part of the Hall by others. Unless there are damages, losses or breaches of Booking Conditions the Deposit will be returned in full within 14 days of the end of the Hire Period.

(d) The Hirer must be 21 years of age or older.

(e) The Hirer is responsible for supervising the premises including the fabric of the building and it's contents; the behaviour of all persons using the premises; and proper supervision of the car park.

(f) The Hirer will comply with all conditions made in respect of the premises by the Fire Authority, the Local Authority and others. The main conditions relating to Fire, Licensing, Food Hygiene an1d the Disposal and Recycling of Waste are listed below.

(g) Each booking is for a specified period and for a specified purpose that must be agreed and recorded at the time the booking is confirmed. And there can be no subhire of the Hall.

(h) Full payment is required prior to the commencement of the Hire Period, either by BACS, cheque or cash. BACS details are shown at numbered paragraph 22.

2. First Aid Box.

The First Aid Box is located in the Kitchen on the shelf immediately to the left of the entrance door. The Booking Administrator must be informed if it is used.

3. Fire Regulations.

In signing the Booking Form you, the Hirer, agree to the following strict conditions that are designed to minimise any likelihood of fire damage to your group and to the Hall. Both the Village Hall Trustees and the Hirer of the Hall are subject to significant penalties in the event of Fire Regulations being infringed.

Before your period of Hiring commences you should carry out the following checks:-

(a) Locate the fire extinguishers and fire blanket and point out the locations of this equipment to your group. Note: The positions of the fire extinguishers and blanket are shown on the Notice Board on the left hand side of the entrance hall as you enter from the car park.

(b) Locate the **three** fire exits which are:

One in main Hall – double patio doors by stage.

Front exit through entrance hall.

One in Meeting Room.

ensure that these are visible and instruct your group to make use of these exits in the event of a fire.

(c) Check that all exit doors are unlocked, any fastenings removed and the push-bar mechanisms, where present, are in good working order.

(d) Point out the Fire Assembly point that is in the car park adjacent to the tennis court.

(e) Ensure that there are no obvious fire hazards in or near the building.

In the event of a Fire.

Use Emergency Exits designated.

Check to ensure everyone has left the building including in the three toilets.

Go immediately to the Fire Assembly Point in the Car Park.

Check that everyone attending the event is accounted for.

Ring the Fire Brigade.

Ring the Booking Administrator.

4. Number of attendees. The maximum numbers of persons allowed to attend the Hirers event must be agreed with the Booking Administrator when the Booking is confirmed. It must not exceed the numbers laid down by the Fire Regulations.

The maximum persons allowed to attend by the Fire Regulations is as follows:-

Dancing with tables and chairs	55
Seated at tables	80

5. Food and Alcohol.

Bookings are subject to the Licensing restrictions on the use of the Hall. Hirers are not permitted to sell alcoholic drinks during their functions without the agreement of the Booking Administrator and the Hirers obtaining the appropriate licence.

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

6. Parking.

Hirers should only bring vehicles into the car park using the entrance leading off Birmingham Road and exit onto Hall Close.

There are parking spaces for 41 cars including the spaces behind the Changing Rooms. Cars must only be parked in the designated spaces to ensure that emergency vehicles have uncluttered access at all times.
The tarmac space in front of the wall mounted defibrillator adjacent and to the left of the entrance doors should be left clear at all times for emergency vehicles.

7. Disposal of rubbish

The Hirer is responsible for bagging up all rubbish including waste food and all bottles generated by their use of the Hall and placing it in the bin located at the front of the Hall building.

8. Left over Food and Drink.

Any left over food must be removed from the premises by the Hirer at the end of the Hire Period.
Please check and remove any food found in the refrigerator, ovens and microwave.

9. Children – Safeguarding Policy.

The Hirer is responsible for providing their own Safeguarding Policy including the compliance with the relevant legislative provisions in order to protect any children under their care for the duration of the hire period.

10. Children – stage and supervision in main Hall.

The Hirer to ensure that no children are to play on the stage and no children are to be left in the main Hall unsupervised.

11. Children – Film Shows.

You must restrict children from viewing age restricted films classified according to the recommendations of the British Board of Film Classifications. You must ensure that you have the appropriate copyright licences for film. (the Deregulation Act 2015 requires you to have our written permission to show a film.

12. Affixing of items to walls/doors.

No nails, screws, adhesive tape or equivalent may be driven into or fixed onto walls, doors, glass, floor, furniture or fittings without permission from the Booking Administrator.

13. Miscellaneous Conditions.

It is illegal to smoke anywhere in the Village Hall buildings.

The hirer shall be responsible for obtaining any special licences that maybe needed for the event.

Your use of the Hall is subject to you maintaining good order during your hire period and to take immediate action to stop any antisocial behaviour including drug use or alcohol abuse.

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.

Any behaviour likely to cause a nuisance to adjoining neighbours must be stopped immediately.

The Hirer must not use fireworks at any time.

14. Reporting of Accidents and Injury.

The Hirer must report all accidents and injury to the Bookings Administrator, Joe Ball, as soon as possible after the incident. A record of the incident must be made in the Accident/Injury Book kept in the kitchen by the First Aid box.

15. Insurance and indemnity

(i) You are liable for:

(a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents

(b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service (not available)

(c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service (not available), and

(d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (not available), and subject to sub-clause (ii), you must indemnify us against such liabilities.

(ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above. We will claim on our insurance for any liability you incur but you must indemnify us against:

(a) any insurance excess incurred and

(b) the difference between the amount of the liability and the monies we receive under the insurance policy.

(iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Bookings Administrator. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

If any non-commercial/not for profit hirers require cover for injury to their own employees/volunteers, due to the negligence of the hirer, they will require Employer's Liability cover and as such, they will need to obtain their own insurance, e.g. a hirer organises a coffee morning and one of the volunteers helping out, spills a hot drink on one of the other volunteers helping out..

16. Electrical appliance safety.

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

17. Stored equipment. We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

18. Equipment Failure.
This should be reported to the Booking Administrator.

19. Hall or part unfit for use.

If the Hall or some part thereof is unfit for the use for which it has been hired the Trustees shall not be liable to the Hirer for any resulting loss or damage, but will normally refund an appropriate part of the hire fee.

20. Checks you, the Hirer, should make at commencement of Hire Period.

That (for example) all cutlery, mugs, plates, etc and tables and chairs are available in accordance with your use of the Hall. Advise Joe Ball or named substitute if any discrepancies.

Carry out all fire safety checks as listed under para. 2 Fire Regulations above.

21. Checks and tasks you are required to carry out at the end of your Hire Period.

Ensure that all the areas of the Hall you have used are swept and tidied.

All eating and drinking items belonging to the Hall have been washed and put away.

Tables and chairs cleaned together with working surfaces and ovens in kitchen.

Tables and chairs used must be returned to the allotted positions in the storeroom unless the Administrator advises otherwise.

All rubbish – other than food which must be taken away - bagged and placed in bin outside.

Any items which belong to you or are your responsibility to be removed immediately at the termination of the Hire Period unless the Booking Administrator has agreed another arrangement with you.

Check all doors in the Meeting Room, main Hall and at the front entrance are locked and lights and heaters in the main Hall and Meeting Room, kitchen, three toilets, hallway and external light at front are switched off.

Check that all windows are closed and that the keys to the patio doors are left in the locks once they have been locked.

22. Payment by Cheque made payable to Stoneleigh Village Hall and Playing Fields Trust.

OR Payment by cash by agreement with Booking Administrator Joe Ball.

OR BACS payment to 30 94 93 01247754 Trustees Stoneleigh Village Hall & Playing Fields