



RULES of the HALL

The Hirer shall be responsible for:

1. ensuring that everyone adopts and practises a common-sense and responsible attitude towards health and safety when using the hall, including maintaining the building as a NO SMOKING area,
2. setting out and stacking away correctly all chairs, tables and other equipment,
3. leaving the premises in a safe, clean, and tidy state, ready for the next hirer,
4. ensuring all rubbish is disposed of in accordance with instructions posted in the kitchen,
5. maintaining clear access to all doors and emergency exits,
6. the quiet and orderly departure of all persons attending,
7. the removal, at the end of the hire, of all equipment brought to the hall and all food/drink from the kitchen,
8. ensuring lights are switched off and premises locked,
9. reporting matters requiring attention to the hall Trustees,
10. returning keys as agreed with the Bookings Manager.

STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hiring of the Whitehouse Village Hall.

If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary should be consulted.

For the purposes of these conditions the term Hirer shall mean an individual hirer or, where the Hirer is an organisation, the authorised representative.

1. Supervision

The Hirer is responsible for supervision of the premises, fabric, contents and the behaviour of all persons using the hall. Damage, including accidental, must be made good or paid for.

2. Use of Premises

The Hirer must only use the hall for the purpose stated in the hiring agreement. The hall may NOT be used for political meetings, campaigning or any political activity, as not covered by insurance. The Hirer must not do anything unlawful or bring onto the premises anything that may endanger users or void insurance. Fireworks, bonfires, inflatables, trampolines or any high-risk activity are prohibited unless run by an insured third-party provider. Alcohol may not be sold or consumed without prior written permission.

3. Gaming, Betting and Lotteries

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.

4. Licences

The Hall holds a Premises Licence for live music, recorded music and performance of dance and a Performing Rights Society Licence which permits the use of copyright music, however, if the music has been recorded, an additional Phonographic Performance Licence (PPL) may be needed. It is the responsibility of the Hirer to obtain their own PPL and any other licences that are required in respect of any activity in the Village Hall.

Any Hirer wishing to sell alcohol, extend the opening hours or carry out any other licensable activity not covered by the premises licence shall obtain written permission from the Village Hall Trustees before organising a Temporary Event Notice (TEN).

5. Public Safety Compliance

The Hirer must comply with all Fire Authority, Local Authority and Licensing conditions and must follow all safety instructions, including those relating to emergency evacuation, fire equipment, escape routes and exit signage.

6. Means of Escape

All exit routes must remain clear and emergency lighting must be active during occupancy.

7. Outbreaks of Fire

Any fire, however small, must be reported to the Fire Brigade and to the Hall Secretary.

8. Health and Hygiene

Hirers preparing or serving food must follow all hygiene regulations.

9. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be *safe*, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

10. Indemnity

The Hirer shall indemnify the Trustees and volunteers against:

- Damage to any part of the premises or contents (including accidental damage).
- All claims arising from damage, loss or injury occurring during the hire.
- All nuisance claims arising from hirer activities.

A mandatory £100 excess applies to accidental damage claims and must be paid by the Hirer.

11. Insurance

a) Non-Commercial Hire:

- Covered under the Hall's Hirers' Liability insurance.
- Defined as community, voluntary, private or social use where no person or organisation is being paid and no trading occurs.

b) Commercial / Professional Hire:

- Any hire involving payment, trading, ticket sales, instruction, consultancy, training, performance or business activity.
- Hirers **MUST** provide evidence of Public Liability Insurance (minimum £2m) BEFORE the booking is confirmed.
- Professional services (e.g., Pilates, first aid training, therapy, tutoring) are **NOT** covered by the hall's insurance.

c) The hall's insurance covers the building interior only. External areas (curtilage) are **NOT** covered.

d) All hirers must ensure they have adequate insurance for their activities.

12. Accidents and Dangerous Occurrences

All accidents must be recorded in the accident book and reported to the Trustees. Equipment failures must be reported immediately.

13. Explosives and Flammable Substances

Highly flammable substances are prohibited. Decorations must not be placed near lights or heaters.

14. Heating

No unauthorised heating appliances may be brought into the hall. LPG heaters are prohibited.

15. Behaviour, Alcohol and Drugs

Hirers must prevent disorderly behaviour, prevent underage drinking and ensure illegal drugs are not brought onto the premises.

16. Animals

No animals except assistance dogs may enter the premises unless approved.

17. Safeguarding

Hirers running activities for children or vulnerable adults must comply with the Children Act 1989 and relevant safeguarding laws and provide policies when requested.

18. Fly Posting

Fly posting is prohibited and may lead to prosecution and liability for costs.

19. Sale of Goods

Hirers selling goods must comply with Fair Trading laws. Commercial one-day sales require additional documentation.

20. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall.

The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election,
- b) the Village Hall Trustees reasonably considering that i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring,
- c) the premises becoming unfit for the use intended by the Hirer,
- d) 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.

21. End of Hire

The Hirer must leave the hall clean, tidy, locked and secure. Additional charges may apply for non-compliance.

22. Noise

Noise must be minimised, especially late at night. Amplified sound must not cause nuisance.

23. Stored Equipment

The hall accepts no responsibility for stored items. Items left may incur charges or be disposed of.

24. No Alterations

No alterations or decorations may be installed without written permission.

25. No Rights

The hiring agreement grants permission to use the hall but does not create any tenancy rights.

Last updated: 15th January 2026

Next review date: January 2027