QUENINGTON VILLAGE HALL: TERMS AND CONDITIONS OF HIRE

Personal Responsibilities
Lettings are booked through the Hallmaster website, via the QVH part of the Quenington Village website. In the event of a booking dispute, the booking on the Hallmaster system will be given priority.
The hirer (the person making the booking):

- must be at least 18 years old
- will be held responsible for taking care of the building (and contents), for checking it is safe to use, and for the behaviour of those present during the booking period.
- In the event of any breakages/damages or spillages please advise – you will be charged for costs incurred for any extra cleaning, replacing broken items, or repairing damage to the property or contents

All children's parties must be supervised by at least two responsible adults at all times.
The hirer must ensure that the following conditions are met.

Appropriate use
The premises must not be sub-let or used for any unlawful purpose or in any unlawful way. Users are required to fully disclose their intended use of the hall. Hirers are not permitted to bring onto the premises any propane gas heaters or cooking equipment.

Capacities
Hirers are not to exceed the maximum capacity of the building (90 people seated in the main hall, with a central aisle of at least 1.0 m or 120 standing) and are to ensure emergency exits are kept clear at all times.
Reduced limits may be imposed for health reasons (e.g. COVID-19), or to comply with government rules.

The Main Hall & Small Meeting Room
Please leave the rooms clean, tidy and secure. Tables should be wiped down and put away as in the photos in store room, and chairs returned to the stacking trolley. Wipe up any spills, (you will find carpet cleaning solution under the sink), and clean the carpet with the vacuum cleaner or sweeper.

Kitchen
Hirers must abide by the hall's health and hygiene standards (posted in the kitchen) and must observe the relevant food safety regulations. When leaving the hall, please make sure that:

- the cooker and kettles are turned off at the mains
- floors and surfaces are cleared of crumbs and spills
- all equipment is washed, dried and put away
- all taps are turned off before leaving the hall.

Users are advised to **bring their own tea towels**, as they are not provided.

Lavatories
Please flush all toilets before leaving.

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Lights and Heating
Turn off all lights (the outside security lights stay on).
The heating controls should not need adjusting, but if you do need to adjust the thermostat, situated by the kitchen door, please ensure that the temperature is set at 15°C before leaving. If you have problems with the heating, please email: info@queningtonvillagehall.org.uk

Rubbish
Please empty all rubbish bins in both the kitchen and toilets and take away any rubbish generated during your booking.

Cupboards and Equipment
Regular groups should confine their equipment to the agreed space, and keep cupboards tidy. Hall users must not use equipment stored by other groups without their direct permission.

Licences
Where the hall is being used to hold regulated entertainment (plays, films, recorded or live music performances, dance performances, indoor sporting events and similar entertainment) you must ensure the activity is covered by the Premises Licence. A copy of the licence may be viewed on request and you are deemed to have had notice of the permitted licensable activities. You are also responsible for obtaining and observing any licenses required by the Performing Rights Society.

Alcohol
Alcohol must not be sold after 10.30 pm. Alcohol should NOT be stored or left in the building. Alcohol is NOT to be consumed by persons under the age of 18. Alcohol is NOT to be consumed in the environs of the building. The hirer accepts responsibility for full compliance with the Licensing Act 2003.

Bouncy castles
To comply with our insurance policy, bouncy castles

- must be supervised by responsible adults at all times when in use or inflated
- must not be used by children under 2 years old, and should be restricted to use by age group (age groups 2 - 5 years, 6 - 12 years, and over 12 years) and must not be mixed
- must not be used outside
- must have soft matting to cover hard surfaces adjacent to the front or any open sides to avoid a risk of injury
- must have a maximum inflated height of 7 feet

Smoking
Smoking is **NOT** permitted anywhere on the premises, inside or out.

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Fire Escape:
Please make yourself familiar with the floor plan and the emergency procedures displayed on the notice board in the main hall. Exits are marked and should be kept clear at all times. The Fire & Rescue Service must be called to ANY outbreak of fire. Do not tamper with fire extinguishers or discharge them except in emergencies. Should an extinguisher be discharged FOR ANY REASON, please inform the hall booking clerk immediately.

Parking
Whenever possible, please use the hall car park otherwise park vehicles with consideration for local residents and avoid blocking the highway, pavements or people's driveways. Do not park on the Green.

Noise
Please show consideration for our neighbours, especially if you are playing music. Complaints about excessive noise will result in the police being informed. Please keep noise to a minimum after 10.30pm and leave the premises quietly. All events must finish by 11pm, except by prior arrangement with the Trustees.

Keys
Ensure all the doors and windows are secured before leaving and return the keys to the key safe or as agreed with the Booking Clerk without delay.

Closures & Cancellations:

- For one-off bookings, payment in full is required on confirmation of booking, but a full refund will be given if the event is cancelled more than four weeks beforehand. After that time no refund will be given. Regular users will be billed at intervals.
- The Trustees reserve the right to cancel a booking or close the hall if there are health & safety concerns, or in the event of the hall being required for use as a polling station for a Parliamentary or Local Government election or by-election, or for any other essential reasons. Any charges already paid will be refunded.
- In the event of the hall or any part thereof being rendered 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 whatsoever.

Quenington Village Hall Management Committee (Trustees)
Email: info@queningtonvillagehall.org.uk