

Buckland Dinham Village Hall Hire Terms & Conditions

These Terms & Conditions apply to the hire of Buckland Dinham Village Hall (the "Hall") for any event or activity. By signing the hire agreement, you (the "Hirer") agree to comply with these terms.

1. Booking and Payment

- All bookings must be made in advance, payments can be made by BACS, cheque, cash or card. See invoice for more information.
- A non-refundable deposit of 50% is required to secure the booking for events and parties.
- When a deposit has been paid then the final payment must be made 24hrs prior to the booking. When no deposit has been paid payment is due 7 days prior to the booking.
- If the booking is cancelled within 7 days, the hall committee retain the right to require payment of the full hire fee.

2. Use of the Hall

- The Hall is to be used for the purpose specified at the time of booking only.
- The Hirer is responsible for ensuring that all activities conducted are lawful, safe, and appropriate.
- The maximum capacity of the Hall is 80 people. The maximum capacity of the Upper meeting room is 10 and the small meeting room is 5. This must not be exceeded at any time.

3. Kitchen Facilities

- The Hall includes a fully-equipped kitchen with oven, microwave, fridge, kettle, hot water urn.
- **Tea Towels and Kitchen Items:** Please note that you must bring your own tea towels, dishcloths, and any other kitchen items you may need, you are welcome to use our cutlery, utensils, crockery, glasses and serving platters.
- **Stocking the Kitchen:** If you plan to cook or serve food, please ensure that all food-related items are provided by you, including seasonings and condiments.
- **Cleaning:** Please clean all used kitchen equipment and take away all food waste. All rubbish must be taken home or placed in the external bins.

4. Health & Safety

- The Hirer is responsible for the health and safety of all attendees during the event.
- The Hirer must ensure that emergency exits are not blocked, and fire safety regulations are followed.
- Smoking is not permitted inside the Hall. Smoking is only allowed in designated outdoor areas.

5. Wi-Fi Information

- Wi-Fi is available throughout the Hall. Please ensure the network is used appropriately and in line with our internet usage policy.
- Wi-Fi login details are on the notice board in the hall.

6. Audio/Visual Equipment

- **Available Equipment:** Bluetooth Music system, Hearing loop, projector screen (currently there is not a projector available for hirers)
- If you plan to use any equipment, please notify us in advance.

7. Alcohol and Catering

- If the Hirer plans to serve alcohol, prior permission must be obtained from the Hall management.
- The Hirer must ensure that alcohol is served in compliance with licensing laws.
- Any catering arrangements must be approved in advance by the Hall committee.

8. Noise and Disturbance

- The Hirer must ensure that noise levels are kept to a reasonable level and do not cause disturbance to nearby residents.
- Music or amplified sound must be kept within legal limits and must stop by 10pm unless agreed otherwise.

9. Cleaning and Rubbish

- The Hirer must leave the Hall in a clean and tidy condition after the event.
- All furniture must be returned to its original position.
- The Hirer is responsible for removing all rubbish from the Hall and the premises at the end of the event. Rubbish must not be left in the Hall or surrounding areas.
- If the Hirer uses the kitchen, all appliances, surfaces, and dishes must be cleaned, and all waste must be taken away.
- A cleaning charge may be applied if the Hall is left in an unacceptable condition or if rubbish is not properly disposed of.

10. Damage and Loss

- The Hirer is responsible for any damage to the Hall or its contents during the hire period.
- Any damage must be reported to the Hall committee immediately.
- The Hirer must pay for any repairs or replacements as required.

11. Liability

- The Hall accepts no responsibility for loss, injury, or damage to property or persons during the event.
- The Hirer is responsible for obtaining any necessary insurance to cover their event.

12. Insurance

- The Hirer is responsible for arranging their own insurance for public liability and any other necessary coverage for their event.
- Please inform us of any high-risk activities, and we may require proof of insurance.

13. Parking

- There are very limited spaces for parking in the village, and the hall doesn't have designated spaces. Please park courteously to avoid disruption to neighbours.
- Please ensure that no vehicles are blocking emergency exits or driveways.

14. Key Collection and Return

- Keys for the Hall can be collected from Susie, and time will be agreed once the booking has been secured
- Please return the keys promptly after your event, if keys are lost or not returned, a charge will be applied for replacement.

15. Termination of Hire

- The Hall management reserves the right to terminate the hire agreement if the Hirer breaches any of these terms and conditions, or if the event causes disruption or harm to others.

By signing the hire agreement, the Hirer confirms that they have read, understood, and agree to these Terms & Conditions.

16. Contact Information

- For any queries or assistance during your event, please contact us at:
- Phone: 01373 485099
- Email: hicks3920@gmail.com