

GLADSTONE VILLAGE HALL

THE VILLAGE, BURTON, NESTON, CHESHIRE CH64 5TH

CONDITIONS OF HIRE

These Conditions of Hire govern all bookings for the use of facilities at Gladstone Village Hall (referred to herein as "the Hall," "GVH," "We," "Us," or "Our"). This document outlines the terms of agreement between Gladstone Village Hall Committee and the Hirer.

1. THE AGREEMENT

1.1 This Agreement covers the hire of Gladstone Village Hall and its Sports Pavilion, located at The Village, Burton, Neston, Cheshire CH64 5TH.

1.2. The complete agreement between GVH and the Hirer consists of:

- These Conditions of Hire.
- A complete and approved booking through our automated booking system
- The provided plan of safety exits and safety procedures.
- Any related forms signed by both parties.

1.3 The Hall may be hired by individuals or companies provided they agree to and comply with these Conditions of Hire. The Hirer must be at least 18 years of age.

2. MAKING A BOOKING

2.1 Bookings are made through our on-line booking system.

For preliminary enquiries and to check availability, please go to our website (<https://gladstonevillagehall.uk>) or directly to our booking system where you will find comprehensive answers to most of your questions.

When you are ready to make a booking, please follow the instructions. You will need to register as a hirer, even for a single event. The login/registration page is here <https://gladstone-village-hall.lemmonbooking.com/login>

When you submit the booking, you agree to the terms set out here and in associated documents.

All further enquiries should be sent to our Booking Secretary, Michelle Clarke. Contact details will be provided once a booking is confirmed

2.2 Upon confirmation of availability for your requested time and date, the Booking Secretary will issue a provisional booking confirmation via email.

2.3 Payment Terms:

Your booking will be reserved provisionally on making a booking. However, the booking will only be confirmed when payment is made in full, in response to the invoice.

Once the full invoice is paid, your booking is secure and we will forward further information on how to access the hall

Payment is required via BACS, in response to an invoice made within our booking system according to this schedule. Until payment is made, the reservation remains unconfirmed.

3. CONDITIONS OF HIRE: HIRER RESPONSIBILITIES & PROHIBITED ACTIVITIES

As the Hirer, you must adhere to the following conditions:

3.1. Damage to Fabric & Decorations

- Do not attach anything to the fabric of the buildings (e.g., woodwork, walls, doors). Please use existing fixtures for decorations where provided.
- Do not use Blu-Tack, Tac, tape, or any other adhesive substance that may leave a mark or cause damage.

3.2. Entertainment & Equipment

- **Entertainment Services (e.g., DJs, musicians):** You must obtain prior written approval from GVH before engaging any entertainment services. You will also need to provide proof of adequate Public Liability Insurance for all such providers.
- **Bouncy Castles & Similar Equipment:** Use of equipment such as bouncy castles requires prior agreement and may necessitate a refundable damage deposit. You are responsible for ensuring adequate time within your hire period for both the delivery and collection of such equipment.
- **External Electrical Equipment:** Do not use any external electrical equipment without our express written agreement. Any electrical equipment brought onto the premises for use must have valid Portable Appliance Testing (PAT) certification.

3.3. Prohibited Items & Activities

- **Naked Flames:** Do not use candles, fireworks, or any other naked flames in any area of the Village Hall or Grounds.
- **Confetti:** Do not use metallic or plastic confetti. Biodegradable confetti (e.g., natural petals) may be used outdoors, but must be fully cleared by the Hirer.
- **Party Poppers:** The use of party poppers is prohibited.
- **Smoking and Vaping:** Smoking and Vaping are **strictly prohibited** anywhere inside the Village Hall or Sports Pavilion, and within the immediate vicinity of any entrances. If smoke detectors are triggered due to smoking, the event may be subject to immediate closure.
- **Alcohol:** Only alcohol purchased on the premises may be consumed. Failure to adhere to this requirement will lead to loss of deposit.
- **Unauthorised Use:** Do not use the Village Hall or Grounds for any purpose other than that specifically agreed upon in your booking form.
- **Pets:** Do not bring pets into the Village Hall or Grounds without prior written agreement from GVH (assistance dogs are exempt).
- **Children's Supervision:** Children under the age of twelve (12) must be supervised by a responsible adult at all times within the Village Hall and Grounds.
- **Damage & Danger:** Do not do anything, or bring anything onto the Village Hall or Grounds, which might cause damage to the property or endanger guests, GVH volunteers, or local residents.

3.4. Capacity & Noise Management

- **Maximum Occupancy:** You must not exceed the maximum capacity limits: 100 persons in the Village Hall and 60 persons in the Sports Pavilion.
- **Noise & Disturbances:** The Hirer is responsible for ensuring that all guests and contractors conduct themselves in a manner that does not disturb local residents, particularly when arriving or leaving.
- **Curfew: All guests to have left the premises by 11.30 PM in a quiet manner.** If this leaves insufficient time to leave the room in the clean state it was found, please book another time slot the following morning to allow for this.
- **Music End Times: Live music must cease by 11: 00 PM.** Recorded music at a moderate volume may be played until 11: 30 PM.
- The Hall buildings must be locked up by midnight (12:00 AM).

3.5. Health and Hygiene

- The Hirer shall, 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. The premises are provided with a refrigerator.

3.6. Field Usage

- Any specific use of the field must be discussed and agreed upon with the Booking Secretary in advance.
- Vehicles are not permitted on the field without a prior condition check and explicit permission from our Groundsman.
- **Under no circumstances** can anyone walk on or use the Bowling Green in any fashion. It is a precision grass surface that requires constant maintenance.

4. SAFETY & RESPONSIBILITY

As the Hirer, you have responsibilities in terms of safety

4.1 Maximum Capacity: You must not exceed the maximum occupancy limits as stated in Clause 3.4.

4.2 Fire Exits: You acknowledge that you have been briefed on safety within the premises and that you have been sent relevant plans of exits, extinguishers and alarm points. You must ensure that all fire exits remain clear and unobstructed at all times.

4.3 Fire Safety Plan: It is your responsibility to familiarise yourself with the Hall's Fire Safety Plan, including the location of fire exits, assembly points, and fire extinguishers, prior to your event (see Appendix to this document). You must also ensure that all your guests and contractors are aware of these procedures, particularly the location of the nearest fire exits.

4.4 Reporting Incidents: Any accidents, incidents, or damage occurring during your hire period, however minor, must be immediately reported to the Booking Secretary or a designated GVH Committee member.

4.5 Drunk and disorderly behaviour and supply of illegal drugs: You must take care to avoid excessive consumption of alcohol, to avoid disturbing neighbours and to avoid violent or criminal behaviour.

Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. We will refuse to serve alcohol to any person suspected of being drunk or to

any person suspected of being under the age of 18.

Any person suspected of being, drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

4.6 Heating Appliances: The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee.

5. INDEMNITY

5.1 The Hirer agrees to indemnify Gladstone Village Hall (GVH) from and against all claims, demands, actions, costs, expenses, losses, damages, or proceedings which may arise out of, or in connection with, your use of the Village Hall facilities, including any negligence or breach of these Conditions of Hire by the Hirer, their guests, agents, or contractors. This includes, but is not limited to, damage to property, personal injury, or death.

6. CLEANING & LEAVING THE HALL

6.1 The Hall must be left in a clean and tidy condition, with all rubbish removed from the premises at the end of your hire period.

6.2 All furniture and equipment moved during your hire must be returned to its original position.

6.3 Any specific cleaning instructions provided by GVH must be followed. Failure to leave the Hall in an acceptable condition may result in a cleaning charge being deducted from your damage/cleaning deposit.

7. DAMAGE DEPOSIT (IF APPLICABLE)

7.1 For most bookings, a refundable cleaning/damage deposit may be required. This will be specified on your Booking Form.

7.2 The damage/cleaning deposit will be returned within 7-14 days after your event, provided the Hall has been left clean, undamaged, and all conditions of hire have been met.

7.3 GVH reserves the right to retain part or all of the damage deposit to cover costs arising from damage to the Hall or its contents, excessive cleaning required, or breach of these Conditions of Hire.

8. CANCELLATION POLICY

8.1. Should the Hirer need to cancel a confirmed booking, the following cancellation charges will apply:

- 100% of the hire fee if cancelled within 7 days of the hire date
- 50% of the hire fee if cancelled within 14-30 days of the hire date.
- Full refund less an administration fee if cancelled more than 30 days in advance.
- Under all circumstances we will refund the deposit in full.

8.2. All cancellations must be made in writing/email to the Booking Secretary.

8.3. The village hall reserves the right to cancel this hiring by written notice to the Hirer in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.

8.4. In the unlikely event that Gladstone Village Hall has to cancel a booking due to unforeseen circumstances beyond its control, all monies paid by the Hirer will be refunded. GVH will not be liable for any further compensation.

9. RIGHT OF ENTRY

9.1. The Committee, or its authorised representatives (including the Booking Secretary or a designated volunteer), reserve the right to enter the Hall at any time during the period of hire.

10. GENERAL CONDITIONS

10.1 Security: The Hirer is responsible for the security of the Hall during the hire period. All doors and windows must be securely locked upon departure.

10.2 Parking: Parking is available in the designated car park but we cannot guarantee car park spaces. Please ensure vehicles do not obstruct access for local residents or emergency services. For large events, specific car park instructions may be issued.

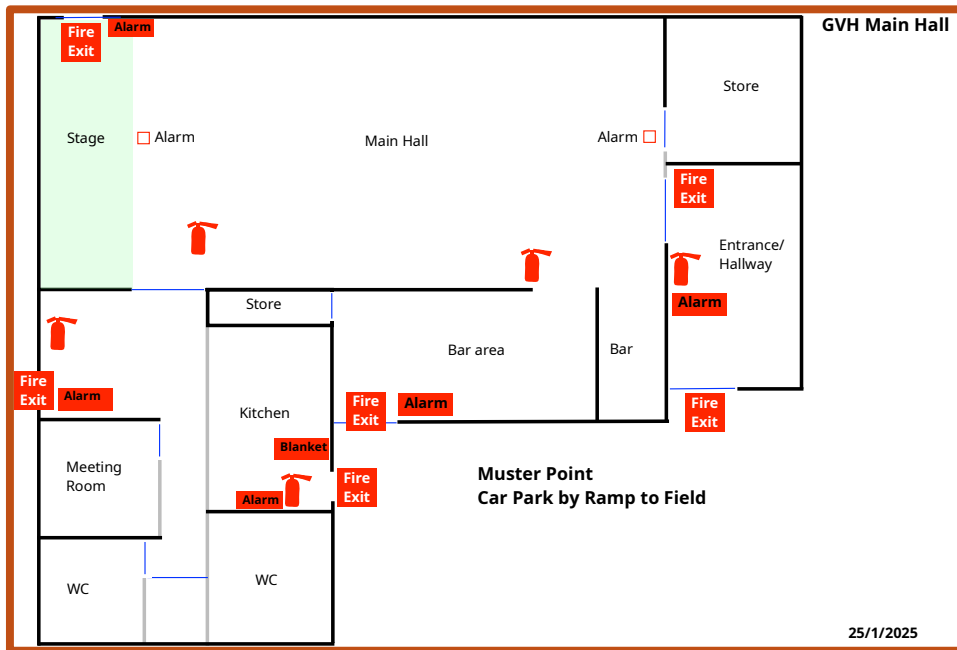
10.3 Lost Property: Gladstone Village Hall accepts no responsibility for any property left on the premises by the Hirer or their guests. Items found will be held for 7 days before being disposed of.

10.4 Disputes: Any disputes arising from these Conditions of Hire shall be referred to the Gladstone Village Hall Committee, whose decision shall be final.

10.5 Amendments: These Conditions of Hire may be amended by the Gladstone Village Hall Committee at any time. The most current version will always be available on the GVH website or via the Booking System.

APPENDIX: LOCATIONS OF FIRE EQUIPMENT AND ESCAPE ROUTES

Main Hall:



Sports Pavilion:

