RAMSEY MERESIDE VILLAGE HALL

STANDARD CONDITIONS OF HIRE (2026 Edition).

Booking Conditions

In order to hire Ramsey Mereside Village Hall and/or playing fields ("the Premises"), the Hirer will be required to complete a booking online together with payment of the hiring fee or deposit.

Deposits and Payments

For standard bookings, once a booking has been approved and an invoice issued, full payment of the hire fee or a non-refundable deposit of £50 (if appropriate) must be received within seven days or the booking will be cancelled.

For Wedding packages, once the booking has been approved and an invoice issued, a non-refundable deposit of £150 must be received within 7 days or the booking will be cancelled.

The full balance of the hire fee in either case must be made 90 days in advance of the event date.

Cancellation

If the Hirer wishes to cancel the booking before the date of the event, any money paid may be refunded at the discretion of the Hall Committee but generally on the following terms: -

- More than 6 weeks before the event – a full refund less deposit paid.
- Less than 6 weeks before the event – 50% refund less deposit paid.
- The Hall Committee reserves the right to cancel any hiring in the event of

1. the premises being required for use as a Polling Station; or
2. It is considered by the Committee that the hiring will lead to (a) a breach of licensing conditions, or other legal or statutory requirements, or (b) unlawful or unsuitable activities taking place at the Premises as a result of the hiring; or
3. the Premises becoming unfit for the use intended by the Hirer;
   and in any such cases the Hirer will be entitled to a full refund of any Hire Fee or Deposit paid, but not any compensation for any loss as a result of such cancellation.

Important Terms of Hire

The Hirer (or a designated representative) undertakes to be present during the hire (except when afforded a key and a burglar alarm code to enable the Hirer to alarm and secure the Premises while away), in order to supervise the use of the Premises, the fabric and contents, their care, safety from damage or change of any sort, and the behaviour of any persons using the hired Premises, including proper supervision of car parking arrangements, and to comply with these Conditions of Hire.

The Hall has a Premises Licence under the Licensing Act 2003 and its own designated Bar Service Provider. You may request use of that provision. A Bar Price List will be provided on request.

If the Hall is hired for a private party at which alcohol is supplied, you must not under any circumstances supply alcohol to persons under the age of 18. The Hirer will be personally responsible for ensuring that no alcoholic beverages are supplied to persons under the age of 18 and that no persons attending the event shall bring onto the Premises any alcoholic drinks of their own for consumption on the Premises.

The Hirer shall comply with all conditions and regulations in respect of the Premises made by the Local Authority, Fire Authority or otherwise, particularly in connection with any events which

Include public dancing or music or other similar public entertainment or stage plays.

The Hirer will report any damage caused to the Hall, Playing Fields, equipment or any apparatus belonging to Ramsey Mereside Village Hall CIO to its Hall Hire Committee forthwith, and after obtaining comparative estimates for the cost of repairs or renewals, these costs will be invoiced directly to the Hirer.

Sports, Dancing and Physical Activities

These special conditions relate to the use of the Hall, toilets, and Playing Fields:

- The Hirer will be responsible for maintaining their own Public Liability, Personal Injury, damage and theft insurance cover and a copy of the insurance policy will be provided to the Hall Committee.
- Any sports or other equipment brought onto the Playing Fields or into the Hall by the Hirer to enable such sports, dancing or activities to take place must be removed from the Premises at the conclusion of the hire or in the case of seasonal hire at the end of the season. The Hall Committee accept no responsibility for damage to the Hirer's property, so the Hirer is advised to maintain their own insurance cover for loss or damage to their own equipment.

Food Hygiene

- If in the course of hire, the Hirer shall bring onto or cook upon the Premises any food or prepare drink or beverages of any kind for consumption by guests, visitors or members of their party which lead to a claim for damages for personal injury, the Hirer will wholly indemnify Hall Committee and their Organisation against any such claims
- The Hirer shall ensure that any caterers employed shall produce evidence of a current Public Liability Insurance cover in relation to their catering and supply of food and drinks on the Premises and a copy of the same shall be delivered to the Hall Committee.
- In addition, the Hirer shall require production by the caterer, or if an organisation, from one of its members involved in the preparation and supply of food and drink, a Level 2 Certificate in Food Safety in Catering issued by the Chartered Institute of Environmental Health or equivalent regulatory body and deliver a copy of the same to the Hall Committee.

Bouncy Castles

- The Hirer must provide to the Hall Committee a current Certificate or Schedule of a Public Liability Insurance Policy with a minimum personal injury death or accident cover of £5,000,000 and will wholly indemnify the Hall Committee and its Organisation against all claims for loss or damage made against them arising out of the use by the Hirer of Bouncy Castles or other inflatable equipment.
- The Hirer will be responsible for maintaining constant supervision of the use of such apparatus and will abide by all directions and guidance to users of the equipment.

Hall Capacity and General Usage of **the Premises**

The maximum permitted number of people allowed in the Hall is 250.

Experience shows that the seating capacity is 120 within the Hall and 40 on the adjoining decking.

Users of the Hall, Playing Fields and Play Areas must comply with CIO's Vulnerable Persons and Safeguarding Policies which are visible on the Charity's Website.

The Hirer shall not: -

- Allow smoking, vaping or the use of any illegal substances in any part of the hired Premises
- Sub hire or use the hired Premises for any purpose other than that described in the Hire Agreement
- Allow the Premises to be used for any unlawful purpose or in any unlawful way
- Do anything which may endanger the Hall and hired Premises or the safety of people in or upon them or render invalid any insurance relating to them or its contents and equipment
- Bring onto the Premises both Hall and grounds highly flammable substances including fireworks, dry ice or smoke machines, decorations of a combustible nature (e.g. polystyrene, cotton wool) and cooking equipment without consent from the Committee.

Opening and Closing the Village Hall and Car Park

Access to the Hall and Premises is provided by a Member of the Hall Committee (except in the case of long term or seasonal hire when keys and a security code are made available to the Hirer). The Committee Member will unlock for you at the beginning of the hire period, explain to you the User Check List and attend at the end of the hire to check the End of Hire requirements with you and lock up.

The booking time must include your time for setting up the event and tidying up afterwards.

In the case of daytime hire (up to 6.00 pm) the Hall and grounds must be left clean and tidy in the condition in which you found them and there are a vacuum cleaner, mop, brushes, bucket, and cleaning materials available for your use. Tables and chairs should be returned to the Storeroom using the trolley provided for moving the chairs. Please ensure that chairs are restacked, and tables are wiped clean.

The radiator thermostats should **not** be adjusted. The wall thermostat in the hall can be.

In the case of hire periods which end after 6 pm, a cleaning fee is incorporated in the Hire Fee, and so you may leave the tables and chairs on the floor. However, in all cases rubbish should be bagged up and placed in one of the two skips (general waste and recycling) outside the hall before you leave. Material suitable for recycling should be separated, bagged and placed in the blue recycling skip. Waste food must be separated from cardboard, foil and plastic and disposed of in the special bags provided into a Food Waste Bin. There is a supply of all rubbish bags in the Kitchen.

Safety

The Hirer undertakes to always supervise children in the Hall and when using the Playing Fields.

All users are responsible for the safe operation of all kitchen and electrical equipment.

In the event of a suspected fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade shall be called. When evacuating the Hall everyone should proceed to the Fire Assembly point at the entrance to the Car Park.

The Village Hall's Health and Safety File is kept in the Kitchen in the cupboard marked with a green cross. The Village Hall's Risk Assessments (Fire Safety, and Health and Safety) are also stored in the File along with the Accident Report Book which please complete in the event of anyone being injured since you have a duty to do so. A First Aid Box will be found in the same cupboard.

Car Parking

The Village Hall Car Park will accommodate a good number of cars if parked sensibly. So please encourage sensible parking and ask your guests to leave quietly out of courtesy to the neighbours.

These Standard Conditions of Hire should be read together with any Special Conditions which will all form part of the Hall Hire Agreement.

None of the provisions of the Agreement made online are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

The Hall Committee reserves the right to refuse any booking at their discretion.