



Claygate  
Village Hall Association

Registered Charity No. 305007

## **Conditions of Hire**

**A.** For a booking made 3 months or more ahead of the requested date of hire, a deposit of not less than 50% of the hiring charge shall be payable at the time of booking, the balance being payable upon the receipt of an invoice from the Association, which should be paid within the period indicated on the invoice. If a booking is made within 3 months of the date of hire, full payment will be requested. Late payment will attract interest at a rate of 5% per month or part thereof.

In the event of the Hirer cancelling the booking the following shall normally apply:

Cancel 1 week - 6 weeks prior: Full payment will be required.

Cancel 6 weeks - 20 weeks prior: 50% of full cost will be lost

Cancel 20 weeks or more prior: The Association will consider a full refund depending on the day and date being cancelled.

Regular weekly hirers are invoiced at the end of the month, the invoice being payable according to the period indicated on the invoice. Late payment will attract interest at a rate of 5% per month or part thereof. The Association requires 6 weeks notice for the termination of any regular booking.

For termly bookings this notice should be given 6 weeks before the end of the term in which the booking is to cease.

The Association reserve to themselves the right:-

1. to call for any increase in the hiring charge which may be decided upon at the Annual or other meeting of the Association, before the date for which the premises are hired
2. to cancel any booking at any time (but giving as much notice as shall be reasonably possible) in which case any charge or part thereof already paid will be refunded, and the Association shall not be liable to pay any compensation.

**B.** The person(s) hiring the premises:-

1. shall defray the cost of making good damage to the building, furniture, curtains, crockery or other property or fittings and of replacing any such items lost or removed from the premises. The Association have the right to ask for a refundable deposit of £100.00 prior to the booking proceeding in order to cover any possible damages or any possible extra cleaning required. If the premises are left in an unsatisfactory state, the hirer will be responsible for rectification, and to contribute some or all of the deposit which will be taken in payment.

2. shall ensure that all fire and other exits will not be obstructed.

3. shall ensure that the premises are evacuated and the fire brigade called if the fire alarm sounds, other than when a test has been advised by the Hall Manager. See attached sheet "In Case of Fire"

4. shall make no alterations to the existing light fittings, electrical apparatus or other electrical circuits, fittings or smoke detectors and shall not attempt to adapt or interfere with the Public Address system.

5. shall ensure an experienced electrician is available to ensure safe installation and operation if additional overhead lighting is temporarily installed when productions are being staged..

6. shall ensure all portable electrical equipment used in the Hall is inspected by a competent electrician and where appropriate has a Portable Appliance Test certificate.

It is the responsibility of hirers to ensure that their appliances have been maintained in accordance with current HSE guidelines ([www.hse.gov.uk/pubns/indg236.htm](http://www.hse.gov.uk/pubns/indg236.htm)) and have been tested and labelled if so required.

7. shall not permit any person to have access to the gallery other than such lighting or sound technician as may be required for the function for which the premises are hired.

8. shall not allow the use on the stage or in any part of the premises of naked lights, fireworks, pyrotechnics or other materials liable to cause fire, or dry ice or smoke machines or any similar device.

9. shall not permit smoking or vaping at any time in any part of the building

10. shall not sell alcohol in any form on the premises without:-

- a. the written consent of the Association, recorded on the booking form and advised by letter from the Association
- b. obtaining the appropriate License from the Local Authority, such License being displayed on the premises during the period of hiring, and providing a copy to the Association two weeks prior to the hire date.

11. shall observe the capacity limits of the area hired as determined by Elmbridge Borough Council :

- a. Main Hall – 210 for all seated events, with chairs joined by their linkage points
- b. Small Hall – 40 for all seated events.
- c. as advised by the Association for other seating arrangements.

12. shall leave the premises in a clean and orderly state with crockery washed and cleaned and replaced on the shelves or in the cupboards. Towels, teaspoons, crockery and other items provided by the Hall shall not be removed from the premises. All chairs and tables to be put away to the designated storage areas. If the premises are left in an unsatisfactory state, all or part of the refundable deposit as stated in B1 above will be taken in payment

13. shall before leaving ensure that all windows are closed, all lights are extinguished, all exit doors closed and bolted and the main door locked

14. shall indemnify the Claygate Village Hall Association against the consequences of any illegal acts or civil nuisance which the person(s) hiring the premises perpetrates. It is likely that flyposting may fall into this category.

15. shall observe all the requirements of the Local Licensing Authority.

16. must have adequate insurance for their activity and ensure any activity brought on to the premises (eg Bouncy Castles) has the necessary insurance.
  17. shall not carry out activities, such as football, likely to cause damage.
  18. shall not use the Claygate Village Hall address for invoices and correspondence.
  19. shall not undertake activities in bare feet, unless using a mat or similar on the floor.
  20. shall only use the kitchen for re-heating pre-prepared food prepared elsewhere.
  21. Shall not re-sell or sublet any booking. If a booking is not required the Lettings Manager should be advised. The Association reserves the right to cancel any booking forthwith should it come to the Association's attention that it has been re-sold or sub-let.
  22. The Association reserves the right to cancel forthwith any regular booking, even if payment is made, should it come to the Association's attention that the time is not being used by the hirer without good reason. Such reason should be provided promptly by the hirer upon receiving a request from the Association.
- C. 1** Persons hiring the Hall for a Jumble Sale or any other Sales, Fairs, Bazaars or other similar functions shall before leaving the premises ensure that all unsold items, packaging and waste are removed from the premises. No facilities are provided by the Hall for this purpose.
- 2 The Local Authority License for the Hall permits its use up to midnight only..
  - 3 Any music should be kept to a reasonable level and neither the music nor the conduct of the function for which the Hall is hired should cause disturbance to neighbouring premises.
- D. 1** The Association reserve to themselves and their accredited representatives the right of entry to all parts of the premises at all times.
- 2 The Association will not be responsible for or accept any liability for any loss of or damage to any property brought on to the premises by the hirer, his employees or any other person whatsoever, or for any loss, damage or injury which may be incurred by, or be done to, or happen to, any person resorting to the premises.
  3. The Association operates a Safeguarding Policy for Community Buildings for young people and vulnerable adults. Full details of the policy are on the website.

**PLEASE ALSO CHECK THE CLAYGATE VILLAGE HALL  
WEBSITE ([www.claygatevillagehall.co.uk](http://www.claygatevillagehall.co.uk)) FOR FURTHER  
DETAILS OF OUR HEALTH & SAFETY POLICY, RISK  
ASSESSMENT, SAFEGUARDING POLICY, PRIVACY POLICY,  
CODE OF CONDUCT AND FIRE EVACUATION DOCUMENTS.**