

# Village Hall Hire Terms & Conditions



## TERMS AND CONDITIONS OF HIRE

1. Hire charges to be paid at the time of booking. By BACS or Cheques made payable to WATERFORD RECREATION COMMITTEE.
2. The hall is hired out at the discretion of the RECREATION COMMITTEE who reserve the right to cancel any booking without liability and refund the hire charge and deposit. Regardless of circumstances, we will deduct a £5 admin fee to cover charges levied against us by PayPal.
3. No application for the use of the hall shall be granted for any purpose jeopardising the insurance of the building, contents or the play equipment on the playing field. There is full insurance cover for any use of these during events organised by the committee or any non-profit making persons or organisations. There is no liability cover for profit making organisations. In addition there is no cover for loss of or damage to or resulting from property not belonging to the RECREATION COMMITTEE.
4. If alcoholic drinks are to be sold, the RECREATION COMMITTEE must be advised and the hirer must apply for a TEN (Temporary Event Notice) licence from East Herts Council; obtain by clicking this link: <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/east-hertfordshire/apply-1> (confirm licence to WRC please).
5. A person over 21 years of age must be in attendance at all times during the hire.
6. No inflatable apparatus or "bouncy castle" shall be erected inside the hall. Such apparatus may be erected outside the hall with the prior consent of the RECREATION COMMITTEE. The hirer will be responsible for arranging insurance cover for the use of the apparatus.
7. Hirers of the hall SHALL BE FINANCIALLY RESPONSIBLE for any damage to the hall or its contents during the period of the letting.
8. The RECREATION COMMITTEE accept no responsibility for loss or damage to vehicles parked in the village car park.
9. No form of adhesive or drawing pins to be used for sticking notices or decorations to the walls as they may damage the paint.
10. All breakages must be paid for with a minimum charge of £5. This will be deducted from your deposit.
11. Any cancellation at short notice (less than 7 days) will result in the loss of the hire fee.
12. The premises MUST BE LEFT IN A CLEAN AND TIDY CONDITION. Kitchen utensils, if used, must be left clean otherwise a charge will be made and deducted from the deposit. When leaving the hall please ensure that the curtains in the main hall are drawn open and that the two swing doors into the main hall are also left open.
13. ALL RUBBISH MUST BE CLEARED AND TAKEN AWAY. On no account must any rubbish be left outside the hall or in the dustbin as there is no refuse collection at the hall. Hirers are responsible for ensuring that all electrical appliances etc are switched off at the mains and the premises are secured on leaving and that keys are returned to the keysafe.
14. When leaving the hall late at night it is requested that all persons do so as quietly as possible in order to avoid disturbing residents.
15. No heavy vehicles are allowed on the car park and no vehicles to be driven over the grassed area.
16. The hire of the hall DOES NOT include exclusive use of the playing field or the car park.
17. For all bookings, setting up and clearing away must be carried out within the period of hire, and rubbish taken away. Over-running may incur losing some of your deposit in order to compensate the next hirer who is inconvenienced. In addition the hall must always be vacated by 12 midnight.
18. The RECREATION COMMITTEE accepts no responsibility for loss or damage of any nature caused as a result of the hirer's breach of these conditions of hire, or loss or damage of any nature resulting from the breach of duty of the hirer or any other party and has no responsibility under the Health and Safety at Work Act for risks created by the activities of hirers using the hall. This also includes any illness or injury relating to COVID-19. It is the responsibility of the Hirers to ensure they do not compromise the safety of their users and those who follow.