

## Alderholt Village Hall

1 Station Road  
Alderholt  
Dorset  
SP6 3RB



## Standard Conditions of Hire

Your contract of hire consists of two documents: the Standard Conditions ('the Conditions') and the Hire Agreement ('the Agreement'). Your contract is with Alderholt Village Hall Management Committee ('AVH'). The Premises comprise the hall, the car park and the garden. If you are in any doubt as to the meaning of any terms used please contact the Bookings Officer [bookingsalderholt@gmail.com](mailto:bookingsalderholt@gmail.com) or on 07709 933 652 before signing the Agreement

### The Hirer

As the Hirer you will be the Person in Charge and are responsible for ensuring all the Conditions are met. You must be aged 18 or over. You may nominate an appointee who should be notified (with contact details) to the Bookings Officer prior to the start of the hire. You (or your appointee) agree to be present on the Premises for the duration of the hire period when the public are present.

### General Conditions

1. Full payment is required upon booking the hall. If the Hirer wishes to cancel their booking they must give seven days' notice to the Bookings Officer. If less than seven days' notice is given AVH reserves the right to retain all fees paid.
2. The Hire is solely for the purpose described in the Agreement. The Hirer shall not sub-hire the Premises nor use or allow the Premises to be used for any unlawful purpose.
3. The Premises are licensed for a maximum of 150 persons seated and 200 standing.
4. The Hirer shall vacate the Premises at the time stipulated in the Agreement and shall leave the Premises clean and tidy and properly secured, unless directed otherwise by AVH, and with all lights and kitchen appliances switched off. If the hall is not left clean and tidy an invoice for a professional cleaning company may be issued for payment by the Hirer.
5. **The Hirer or their caterers must remove all belongings and rubbish, whether or not recyclable, from the Premises and not deposit it in Premises bins. AVH reserves the right to charge for disposal of rubbish.**
6. AVH will retain any belongings left behind for a period of three weeks before donating them to charity or disposing of them. Please contact the Bookings Officer or caretaker.
7. The Hirer is responsible for supervision of the Premises, fabric and contents and any damage caused and shall indemnify AVH for the cost of repairing any damage done during the hire or as a result of the hire. The Hirer should report any such damage to the Bookings Officer at the earliest opportunity.
8. No decorations should be affixed with sticky tape, hooks or pins; you should use Blu Tack adhesive putty.
9. The Hirer is responsible for the behaviour of persons using the Premises including supervision of the car park. AVH maintains cordial relations with neighbours and expects the Hirer to ensure no activity during the hire period which damages those relations or risks bringing AVH into disrepute.
10. Young persons (under 18 years of age) should be properly supervised by adults at all times throughout the Premises. The Hirer is responsible for determining if a DBS certificate is required.
11. Alcohol may be consumed indoors in accordance with AVH's Premises Licence: Sunday to Thursday Noon-23:00hrs and Friday & Saturday Noon-23:30hrs. A Hirer who wishes to sell alcohol on the Premises,

whether directly or as part of the cost of an entry ticket, must obtain a Temporary Event Notice (TEN) from Dorset Council and provide a copy to the Bookings Officer. The Hirer is responsible for ensuring all statutory obligations and responsibilities relating to the sale of intoxicating liquor are met.

12. Music, plays, films and dance may be performed indoors in accordance with AVH's Premises Licence: Monday-Saturday 10:00-00:00hrs and Sunday 18:00-00:00hrs.
13. AVH provides broadband at no charge. Whilst the service is not guaranteed we will take all reasonable steps to ensure it is available for the duration of hire. The Hirer shall ensure it is used solely for lawful purpose.
14. Nobody on the Premises is permitted to watch or record live TV programmes on any channel or device or to stream programmes live via an online TV service or to download or watch BBC programmes on BBC iPlayer or similar platforms.
15. AVH reserves the right to cancel bookings in exceptional circumstances for example where maintenance work is required and could not otherwise reasonably be completed or if the Premises are required for use as a polling station. AVH will always seek to provide as much notice as possible.
16. In the event the Premises is rendered unfit for the use for which it is being hired AVH shall not be liable to the Hirer for any consequential loss or damage whatsoever.
17. AVH reserves the right to appoint a representative to visit any function at any time who shall have unrestricted access to any part of the premises.

## Health & Safety

1. Fire exits are clearly marked and should be kept clear at all times.
2. The Hirer is responsible for reading and understanding the Emergency and Fire Safety Procedure posted in the lobby and ensuring they make known this procedure to all persons attending their event.
3. Smoking is not permitted by law anywhere inside the building. Cigarette butts and matches should be safely disposed of in the metal box provided outside the front door.
4. **Fire pits, gas appliances, fireworks and smoke machines are expressly not permitted by our insurers.**
5. Bouncy castles are permitted. Please see further guidance below.
6. Any Hirer or their caterers using the kitchen or equipment therein does so at their own risk and is responsible for ensuring all food hygiene regulations are followed. AVH accepts no responsibility for any illness or death resulting from food or drink consumed on the Premises.
7. The Hirer must report to AVH as soon as possible any accident involving injury to the public and must complete the relevant section in our accident book which is kept in the kitchen.
8. The Premises has no telephone landline. Hirers should ensure access to a mobile phone for emergencies.

## Bouncy Castles

If you wish to hire a bouncy castle from a third party we recommend you ensure it will fit before placing an order. We can provide hall or garden dimensions on request or these can be seen on the website. Please ensure you follow the guidelines given by the third party. **You should supply a copy of the third party indemnity certificate when returning the signed Agreement.**

Our insurers offer the following guidance:

1. Anyone using the bouncy castle should be monitored by an appropriate adult.
2. Adults and children are not permitted to be on the bouncy castle together as this can cause injury.
3. You should ensure there is soft matting at the entrance/exit to the castle.
4. If using in the garden, you should ensure all anchor points are secure and there are no trip hazards.

*If you are unhappy with any aspect of your booking you may escalate your concerns to the Chairman via [chairalderholt@gmail.com](mailto:chairalderholt@gmail.com)*