



Hiring Terms and Conditions

1. The hall address is: Verwood Road, Woodlands, Wimborne, Dorset BH21 8LJ.
WhatThreeWords: ///encounter.opposite.flaunting
2. Our contact details. **E:** woodlandsvillagehall@gmail.com **T:** 07462570117
3. Applications for hiring should be made to the lettings team with payment of the correct fee. Payment by bank transfer is preferred:

Account Name: Woodlands Village Hall Dorset CIO	Sort Code: 308487	Account Number: 21313268
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Cheques should be made payable to "Woodlands Village Hall Dorset CIO".

4. The hire will not be valid until the hirer has paid the agreed fee and deposit and returned the completed hiring agreement. The hire will be confirmed by email upon receipt of the hiring fee, deposit and hiring agreement.
5. The Hirer shall use the premises only for the purpose stated on the booking form and shall comply with all relevant laws and regulations.
6. The hall is not available for hire to persons under the age of 18.
7. **Safeguarding children, young people and adults at risk:**
 - a. For all bookings involving children, young people and/or adults at risk, the Hirer is required to have their own Safeguarding policy and must ensure that those who work with children, young people and adults at risk hold a current DBS certificate. The Hirer shall ensure that any activities at the premises for children, young people and adults at risk comply with current legislation in that regard and that only fit and proper persons have access to children, young people and adults at risk. When requested, the hirer must provide us with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported. If the hirer is unable to provide this information the hire will be refused.
 - b. The exception to paragraph (a) is where the hall is hired for private parties arranged for invited friends and family or where children are accompanied by their parent(s) or guardian(s).
8. **Health and Safety:**
 - a. The Hirer should familiarise themselves with the Hall's Fire Evacuation Procedure and ensure all attendees of the Hirer's function have read the Procedure. The Fire Evacuation Procedure is emailed to the Hirer as part of the booking process and is displayed on the Hall's notice board. A copy is also kept in the Health and Safety File and is available to view on our website.
 - b. The Hirer should familiarise themselves with the Hall's Health and Safety Policy which is kept in the Health and Safety File. The policy is also available to view on our website.
 - c. The accident book is kept in the Health and Safety File.
 - d. The Hall's safeguarding, COSHH and asbestos management policies are kept in the Health and Safety File. These policies are also available to view on our website in the "about" section.
 - e. The Health and Safety file is a blue box file located in the kitchen under the first aid kit.
9. **Refuse:**
 - a. We do not provide bins anywhere on the premises. Please bring your own refuse sacks and take away all rubbish at the end of the hire. This includes any rubbish from the toilets and outside including cigarette butts.
 - b. We do not provide bins for nappies or feminine hygiene products. Please take this waste type home.
 - c. Please do not flush anything other than loo paper down the toilets. Our sewerage treatment system does not cope with these items.
10. **CCTV:**
 - a. The trustees use a CCTV system to provide a safe and secure environment for visitors, hirers, volunteers, employees and contractors of the Village Hall premises as well as to protect the charity's property.
 - b. CCTV cameras are installed outside and inside the premises. Private areas such as toilets are not monitored. Audio is not recorded.
 - c. Please see the CCTV policy on our website for further details.



11. At the end of your letting please leave the hall as you would expect to find it. Please bear in mind that there may be another booking following yours so leaving the hall clean and tidy for the next group would be appreciated.
In particular please observe the following checklist:
 - a. Food/drink cleaned off chairs, tables and floor
 - b. Chairs/tables stacked away in storage trolleys
 - c. All crockery and cutlery returned as found in cupboards/drawers
 - d. Fridge is cleaned inside and any items removed
 - e. Dishwasher emptied
 - f. Any items from shed returned as found and shed locked
 - g. Hall premises swept/vacuumed and tidied and left in a clean state. Please vacuum the entrance mat
 - h. All waste/refuse/rubbish taken away in hirer's own refuse sacks both inside and out, including smoker's waste
 - i. Toilets flushed and cleaned, and sink taps turned OFF
 - j. Kitchen sink taps turned OFF
 - k. Kitchen plinth heater turned OFF (switch located on R/H wall)
 - l. Boiling water dispenser turned OFF (switch located next to heater)
 - m. All windows closed and secured and curtains tied back
 - n. All lights turned OFF
 - o. Exterior doors closed and locked including both entrance doors
 - p. Car park gate closed
 - q. Breakages/damage notified to the lettings team
 - r. Any injuries/accidents logged in the accident book and reported to the lettings team
 - s. Hall key returned, as arranged
12. After the letting a member of the lettings team will inspect the premises and if all is in order will arrange for the deposit to be refunded via bank transfer.
13. **Media and Music:**
 - a. Woodlands Village Hall is licensed for live and recorded music playback and for live music events to be staged.
 - b. The Hall does not hold a TV license. It is the hirer's responsibility to ensure compliance if live/recorded/streamed TV is to be watched on any device
 - c. The Hall is not licensed for the screening of films
 - d. Please see our Media and Music Guidelines available on our website for further details
14. The Hirer shall not sublet or transfer the letting to any other person.
15. The trustees reserve the right to refuse or cancel any hire at any time. In such a case, any fee paid will be returned and the trustees will be under no further liability.
16. The Hirer may cancel a booking at any time. In that event the payment or repayment of any monies will be in accordance with the cancellation policy stated in the hiring agreement.
17. The Hirer shall indemnify the trustees for any loss, damage, claims or liability arising from the Hirer's use of the Hall.
18. The trustees shall not be liable for any loss or damage caused to the Hirer or any other person, or to their property.
19. The trustees shall not be liable for any failure or interruption to the electricity, internet, water supply or other services or for the failure of any equipment or facilities on the premises.
20. No advertising (including leaving leaflets in the hall) shall be undertaken by Hirers on the charity's premises without the prior written permission of the lettings team.
21. Glitter: If glitter is to be used please use only biodegradable or compostable glitter.
22. No posters, signs, decorations, flags or bunting shall be attached to any part of the premises without the written consent of the lettings team.
23. No nails, screws, hooks, pins, tape or other fixings shall be attached to any part of the premises.
24. Under no circumstances should any part of the ceiling anywhere on the premises be penetrated by pins, hooks, screws, etc. This includes affixing tape and blu tack, etc to the ceiling.



25. Please do not remove or re-arrange anything from the blue pin boards.
26. Windows facing the carpark are equipped with restrictors to prevent pedestrians from sustaining injuries if they inadvertently collide with them. Please refrain from attempting to override these restrictors.
27. No alterations or adjustments shall be made to any lights, heating, CCTV or other electrical equipment. Use of the Hirer's own electrical equipment will require the approval of the lettings team.
28. All apparatus, equipment and materials brought onto the premises shall be removed immediately at the end of a hiring. No cleaning products, dangerous or noxious substances may be brought onto the premises. For further details please see the COSHH policy on our website.
29. No alcoholic drinks shall be sold on the premises without the consent of the trustees. If alcohol is to be sold, the Hirer is responsible for obtaining the necessary licence from Dorset Council. A copy of any such licence must be given to the lettings team at least seven days before a hiring.
30. The Hirer shall be responsible for the good conduct and order of any person attending the Hirer's function, and shall ensure that no nuisance is caused. The Hirer shall ensure that adequate supervision is maintained at all times. The Hirer (or their representative) shall remain present until the Hall is cleared, cleaned and secured at the end of the hiring.
31. The Hirer shall be personally responsible for ensuring that all exits are kept clear and that the emergency exit signs are illuminated at all times, in accordance with fire regulations.
32. The trustees or their representative(s) shall have unrestricted access to any part of the premises at any time during the hire.
33. Permission must be obtained from the lettings team for any outdoor cooking, fires, etc (examples include but are not limited to BBQs, fire pits or similar). Disposable BBQs are not allowed.
34. Fireworks are not permitted.
35. Vehicles should not be driven or parked on the garden or any grassed area.
36. If you move any of the outside picnic benches please replace them in their original position at the end of the hire.
37. If using extension cables or long cable runs please use the provided cable protectors stored under the stage to minimise trip hazards. Do not drape cables over furniture, over open doors or through open windows.
38. Hirers must not store their own equipment/possessions at the hall without the prior agreement of the trustees.
39. The Hirer shall close the function and vacate the premises at the specified time. If the Hirer fails to vacate on time, the trustees may charge an extra fee at their discretion. No function shall continue after 11.00pm on any day.
40. The Hirer is responsible for ensuring that the premises are left in a clean and tidy condition. The Hall must be swept/vacuumed and mopped if necessary (mop and bucket are provided in the shed)
41. All litter must be taken away by the Hirer. All kitchen utensils and equipment used must be left clean and put away as found at the commencement of the letting. The Trustees reserve the right to charge for any additional cleaning needed.
42. On vacating the premises, the Hirer is responsible for switching off all electric lights and space heaters. If the Hirer fails to do so, the Trustees may charge an extra fee at their discretion.
43. The Hirer shall make these conditions known to all relevant persons in their party.
44. **Complaints Procedure:**

The trustees of Woodlands Village Hall are committed to providing a professional and reliable service to all our hirers in compliance with the requirements of the charity's constitution. We are open to feedback about our work, both positive and negative, as this can provide us with valuable information about our effectiveness and how we can improve in order to better meet our aims. If a hirer feels that we have fallen short of the high standards we set ourselves then a complaint should be made using the complaints procedure which is available on our website.