



## Stroud Village Hall

### Terms and Conditions of Hire

*A friendly guide to using and enjoying our community hall*

#### 1. About the Hall

The Hall is offered as it is. We do our best to keep it in good condition, but we can't guarantee it will suit every type of event.

#### 2. Who the Hirer Is

**The Hirer must be at least 21** and is the person responsible for the booking, for everyone attending, and for making sure all rules and laws are followed. The Hirer must stay on site throughout the event. Children and teenagers must always be supervised.

#### 3. Capacity

Up to 100 people may be in the building at one time.

#### 4. Payments

For private bookings, the security deposit is payable on receipt of the invoice to secure the booking. The remaining hire fee is due one month before your event. The security deposit is separate from the hire fee and is returned after we've checked the Hall. Regular hirers are invoiced monthly and are not required to pay a security deposit.

#### 5. Cancellations

If you cancel more than two weeks before your booking, your hire fee will be refunded in full. **If you cancel less than two weeks before your booking, the hire fee will still be charged** because it's unlikely that we'll be able to re-let the Hall at short notice. If we do manage to re-let the Hall, we'll refund your hire fee. Your security deposit will still be returned unless deductions are needed for damage, extra cleaning, or other issues.

#### 6. Security Deposit

The deposit helps cover things like damage, breakages, extra cleaning, or the Hall being left unlocked or unsecured. After your event, we'll check the Hall and return your deposit in full or in part depending on how the Hall has been left. Refunds are usually processed within seven days. Please refer to the Cleaning Checklist for more details.

## **Access and Booking Times**

**Access to the Hall is permitted only during your booked hours.** You must include all time needed for setting up before your event and cleaning up afterwards within your booking. **The Hall does not provide additional time for preparation or clear-up** outside your booked period. Entering early or leaving late may result in a deduction from your security deposit.

## **7. Looking After the Hall**

The Hirer is responsible for any damage or breakages and will be charged for repairs or replacements. Chairs and tables may be used but must be put back in the correct place and must never block fire exits. Please leave the Hall clean and tidy. Floors should be swept or vacuumed. Extra cleaning may be charged.

## **8. Using the Kitchen**

If you use the kitchen, please take away all your food, equipment, and rubbish afterwards and leave everything clean. The Hirer is responsible for following food hygiene rules.

## **9. Serving Alcohol**

If alcohol is being supplied (sold or included in a ticket price), the Hirer must apply for a Temporary Event Notice (TEN) and let the Hall know. A TEN isn't needed for a private party where drinks are free and guests haven't paid to attend. No alcohol may be given to anyone under 18, and anyone clearly under the influence should not remain in the Hall.

## **10. Insurance and Safety**

The Hirer is encouraged to arrange insurance for their activities, equipment, and participants. The Hall is kept safe for general use, but the Hirer is responsible for safe use of any equipment they bring and for any risk assessments needed.

## **11. Bouncy Castles**

Bouncy castles are allowed if:

- An adult (18+) supervises at all times
- Public liability insurance is in place (from the supplier or the Hirer) Proof of insurance must be provided before the event. The Hall's insurance does not cover inflatables.

## **12. Electrical Equipment**

Any electrical items brought into the Hall must be **PAT tested**.

## **13. Safeguarding**

Anyone running activities for children or vulnerable adults must follow the Children Act 1989 and the **Hall's Safeguarding Policy**. Hirers are responsible for the safety and welfare of all participants during their use of Stroud Village Hall.

If the activity involves children, young people, or adults at risk, the Hirer must:

1. Provide a copy of their own safeguarding policy and, where applicable, evidence of DBS checks **or**
2. Confirm in writing that they will follow Stroud Village Hall's Safeguarding Policy.

The Hirer must always ensure adequate supervision and must report any safeguarding concerns immediately to the Village Hall Safeguarding Lead or, in an emergency, to the police.

Failure to comply with safeguarding requirements may result in cancellation of the booking and/or refusal of future bookings.

## **14. Noise and Nuisance**

Please be considerate of our neighbours. The Hirer must ensure that noise, music, and activity levels do not cause disturbance. If an event causes nuisance or repeated complaints, the Association may bring the event to an early close.

## **15. Parking and Traffic**

Parking at the Hall is limited. The Hirer is responsible for managing drop-offs, pick-ups, and general traffic flow so that access routes remain clear. Cars may only be left overnight with prior agreement from the Hall. Please ensure guests park considerately and do not block driveways or pavements.

## **16. Prohibited Activities**

To keep everyone safe and protect the building, the following are not allowed:

- Smoke machines
- Naked flames (including candles)
- Confetti cannons or glitter cannons

- Gas cylinders or hazardous materials
- If you're unsure about an item or activity, please ask before your event.

### 17. Animals

Pets are not permitted inside the Hall without the permission of the Hall Manager and/or Association, except for registered assistance dogs.

### 18. Locking Up and End Times

At the end of your booking, please check the building is empty, all windows and doors are secure, lights are off, and the alarm is set. **For evening events, music must stop by 23:00** and everyone must leave by 23:00. Keys must be returned to the key safe as agreed. Extra charges may apply if the building is left unsecured or lights/taps are left on.

### 19. Rubbish

**Please take all rubbish away with you.** Charges may apply if rubbish is left behind.

### 20. Lost Property

The Hall cannot take responsibility for any items left behind. Please take everything with you unless special arrangements have been agreed.

### 21. Access

The Hall Manager or a Trustee may enter the building at any time.

### 22. First Aid and Accidents

A First Aid box is in the kitchen. Any accidents requiring first aid treatment must be written in the accident book and reported to the Hall Manager as soon as possible.

### 23. Smoking

Smoking and e-cigarettes are not allowed anywhere inside the Hall. Smoke machines are not permitted. Evidence of smoking may result in loss of deposit.

### 24. Refusing or Changing Bookings

The Management Committee may refuse a booking or change these Terms and Conditions at any time.

## 26. Fire Safety

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All Hirers must familiarise themselves with our Fire Safety Policy and guidance before their booking. Please ensure you know where the fire exits and fire-fighting equipment are located and point them out to your group at the start of your event. Fire exits must be kept clear at all times. No gas cylinders or other high-risk materials may be brought into the Hall.

#### **In the event of a fire:**

- Break the nearest fire alarm glass.
- Leave the building immediately by the nearest exit.
- Close doors and windows if safe to do so (evacuation is the priority).
- Go directly to the assembly point in the car park.
- Remain there until the Hirer confirms everyone is accounted for.
- Call 999 for the fire brigade.
- When the fire brigade arrives, inform them that the Village Hall has solar panels and LPG gas tanks in the hall gardens. (This information helps them assess the situation safely)
- Once safely outside and the fire brigade has been informed, please call one of our emergency trustee contacts to notify us of the incident.