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# STEDHAM MEMORIAL HALL TRUST CONDITIONS OF HIRE. (Registered Charity 305427)

## 1. Booking Conditions

- a) All applications to hire Stedham Memorial Hall must be made on the Booking Form and returned to the Booking Secretary together with the appropriate fee. The Trust reserves the right to refuse an application. The keys are to be collected by arrangement with the Booking Secretary.
- b) The hirer must be 18 years of age or over and must be present during the entire hire period. The hirer will, during the period of the hiring, be responsible for supervising the premises, protecting the fabric and contents from damage however slight, and supervising the behaviour of all persons present, whatever their capacity.
- c) The hirer is responsible for compliance with our Conditions of Hire and Use (Health and Safety), the Licensing Act 2003 and these Conditions of Hire during the period of the hire. **The pink Health and Safety file in the lobby provides useful information on Location of Services, Fire Alarm, Consumer Unit etc.**
- d) The Hirer shall not use the premises for any purpose/function other than that specified on the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies thereof.
- e) Where use of the premises involves minors, or other vulnerable persons, the Hirer is expected to provide a suitably qualified adult who will be responsible for ensuring the safety and protection of their charges.
- f) Before leaving the premises the Hirer is required to return the keys to the Booking Secretary in the manner agreed with the Booking Secretary. Failure to comply will mean SMHT (Stedham Memorial Hall Trust) will not return the deposit.

## 2. Insurance and Indemnity

- a) The Hirer is responsible for all damage to the building, equipment, furniture and property in the building and the safety and wellbeing of themselves and their invitees during the period of the hire.
- b) The Hall's insurers provide cover of up to £5,000,000 for those that use the hall for private or social purposes so long as they act responsibly and comply with the Terms and Conditions of Hire.
- c) Commercial users (defined as individuals, groups or organisations that use the building for financial gain), are not covered by the Hall's policy and must arrange their own insurance.
- d) All commercial users must have Public Liability cover of at least £2,000,000 and must produce up to date evidence of their cover at each renewal of their policy.
- e) All Hirers (private and commercial) must ensure that sub-contracted activities such as mobile discotheques or professional entertainers are fully insured and have Public Liability cover of at least £2,000,000 for their operation.

## 3. Hall Charges

The current rates can be found on the website [www.stedhamvillagehall.com](http://www.stedhamvillagehall.com) or a copy can be obtained from the Booking Secretary.

## 4. Cancellation Charges

- a) Cancellation Charges will apply to all bookings cancelled by the Hirer within one month of the date of the booking but may be waived at the discretion of the Management Committee for cancellations of greater than one month's notice.
- b) The Cancellation Charge will be 25% of the hire charge or £25, whichever is the greater. The Hire Charge, less any deductions, will be returned to the Hirer along with a receipt.
- c) The Trust reserves the right to cancel a booking in the event of the Hall being required for use as a Polling Station, being required as an emergency shelter or becoming unfit for the use intended by the Hirer. In such circumstances the Hirer will be entitled to a full refund of any payment already made, but the Trust cannot be held liable for any loss of potential income by the Hirer.
- d) The Trust reserves the right to cancel any booking. If any circumstances over which the Trust has no control render the premises unavailable on the occasion for which a booking has been accepted, the Hirer shall not be entitled to any compensation in consequence thereof or in connection therewith.

## 5. Collection of Keys

The keys are to be collected and returned by arrangement with the Booking Secretary.

**6. Smoking**

The Hall and its immediate surrounds are **no smoking areas**.

**7. Alcohol Licence**

Alcohol may be consumed on the premises but may not be sold unless a licence is obtained by the hirer. Please contact the Booking Secretary for further information. No person shall be allowed on the premises at any time in a state of intoxication.

**8. Music**

All music **MUST CEASE** at 23.45 except by prior arrangement. The Hirer must ensure that no nuisance is caused to neighbours of the Hall and must take responsibility for any such nuisance. It is the responsibility of the Hirer to eject any person misbehaving or causing trouble of any description.

**9. Car Parking**

Cars may be parked at the owners' risk in the car park outside the Hall. The Committee shall not be responsible for loss or damage to any car so parked. Access to the emergency exits, including the main doors, shall not be obstructed at any time.

**10. Maximum Capacity of Premises**

The maximum number of persons permitted in the Hall **at any one time is 100**.

**11. Food, Health and Hygiene**

Hirers are responsible for ensuring that all stages of the preparation and serving of food meet safe and legally required standards. Anyone selling food cooked on the premises must hold the relevant food hygiene certificates.

**12. Equipment Restrictions and Conditions**

- a) The Hirer will not remove, or allow to be removed, any paintings, photographs or other objects from the walls of the building. No nails or other fastenings shall be driven into the walls or woodwork, nor shall the building, interior walls or fittings be defaced or damaged in any way.
- b) At the end of the Hire Period all equipment must be returned to its correct place and any equipment, notices or decorations brought into the Hall by the Hirer or their representative, must be removed.
- c) No alterations or additions to the premises may be made and any external decoration must have prior approval.

**13. Heating**

The heating is set by a thermostat located in the entrance lobby. **DO NOT alter boiler and radiator settings.**

- \* If the display shows WARM your visit is expected and the heating is on. You can adjust the set point by 1 or 2 degrees using the +/- buttons.
- \* If the display shows COOL you can press the WARM/COOL button (it may take 1 or 2 presses) until it shows WARM. Please return to COOL when leaving.
- \* If the display shows 7<sup>0</sup> C STANDBY, heating can be activated by pressing the blue button (under the cover) for several seconds.

**14. Ventilation - Fresh Air, Heat-recovery systems**

The **Main Hall** ventilation controls are located in the entrance lobby and can be set for Heat Exchange use in Winter, or cooling ventilation in Summer. There are a range of different fan settings according to the number of people using the Hall - please follow the printed instructions next to the controls. This ensures a plentiful supply of fresh air drawn from outside the building, which makes for a very safe environment for the requisite number of hall users. (Too much air will make it colder, not safer!)

The **Holbrook Room** has its own heat-recovery ventilation system which is the large white unit in the corner. It has its own pre-set control and simply needs to be turned on - see printed instruction on the unit. Unless the whole Hall is packed to capacity, this unit will only be needed when the Holbrook room has been hired separately.

**Whichever units are used, please ensure they are turned OFF before leaving.**

**15. Clearing up**

- a) Clearing up after an event should be completed before midnight unless additional clearing up time has been booked and paid for on the following day.
- b) Please ensure that you leave the Hall in a clean and tidy condition for the next hirer. Any surplus food must be removed from the fridge and taken away and all rubbish, including that in both of the toilets and the kitchen, must be removed from site. Failure to clean up will result in retention of the deposit by SMHT.

**16. Faults and Damage**

- a) Please report any faults or damage to the Booking Secretary as soon as possible, so that they can be rectified quickly.

**17. Disclaimer**

- a) The Hall Committee accepts no liability for the property of any organisation or person whilst in the Hall or stored on the premises. All items are brought into the Hall at the owner's risk. Lost property will be placed in a basket in the store room and disposed of after three months.
- b) The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

**18. Privacy Policy**

This privacy policy sets out how Stedham Village Hall uses and protects any information that you give us when you contact us.

We are committed to protecting and respecting your privacy. This policy (together with our other Terms and Conditions and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, through your use of the website or the booking form will be processed by us. For the purpose of the General Data Protection Regulation, we are a 'processor'. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 2 June 2020.

**What we collect**

We may collect the following information:

- name
- contact information including email address
- the nature of your enquiry

**What we do with the information we gather**

We may process information contained in any enquiry or booking you submit to us regarding services. The data may be processed for the purposes of offering, marketing and selling relevant services to you. The legal basis for this processing is consent.

**Marketing**

We will not share your information for marketing purposes with anyone.