

ABERFORD VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

In order to ensure that the Village Hall remains a safe and cost effective community asset, entry to the hall will be deemed as acceptance to the following terms and conditions.

1. Charges

Charges include the grounds, main hall, back room, kitchen, gas and electricity, and must be paid in advance before the key is released; charges to be agreed with one of the following:

- Chair
- Vice Chair
- Treasurer
- Secretary

Cancellation fees of 100% will be invoiced unless notice of 4 weeks is provided.

Lost keys will be charged for (at the cost of replacing all locks/keys).

Payment may be made by cheque made to Aberford Village Hall, c/o Mrs N. Griffiths, Secretary, 10 Parlington Villas, Aberford, LS25 3EP

or

BACS:

Aberford Village Hall

Account: 01762842

Sort code: 40-27-15

2. Set up

When the hall is available, a reasonable set-up and clear-down period is allowed either side of your booking.

3. Cleanliness and damage

The hall should be left as found, with all rubbish disposed of in the outside bin.

The Hirer is responsible for any damage or loss to the Hall & grounds during the hire period and for the Hall & grounds to be left in a reasonably clean condition. If the Hall or grounds are left in an unsatisfactory state, or if there is loss or damage any additional costs for cleaning, repairs or loss replacement will be levied on the Hirer.

4. Fire

The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Hall can escape unimpeded through the Fire Exit. Fire Doors MUST remain unobstructed during a let.

5. Alcohol.

Although the Hall is licenced for entertainment, it is the responsibility of the Hirer to obtain a Temporary Event Notice (TEN) for the sale of alcohol; as the hall is limited to a maximum of twelve TENs per year, please obtain agreement from a committee member before applying. It is the Hirer's responsibility to ensure that the Licencing Conditions as required by Law are met.

6. Smoking

In accordance with the Law, smoking and vaping are prohibited in the Hall.

7. Legal compliance

The hirer is responsible for complying with any relevant laws, such as gaming, betting, lotteries, care of children, entertainment, public liability insurance etc. Accidents should be reported to a village hall committee member.

8. Covid-19

The hirer is responsible for the production of a Covid-19 Risk Assessment for their activity. Please ensure all relevant guidance is followed with regard to social distancing, cleansing etc. Please ensure you have read and understand the Hall’s Risk Assessment and follow all necessary procedures and precautions to ensure the Hall is safe for your activity and for those who use the Hall subsequently. This includes:

- Wipe down of all surfaces before the activity commences
- Use of alcohol gel or handwashing for all before the activity commences
- Wipe down of all surfaces following the activity
- Handwashing or gel for all users at the end of the activity
- Removal of all personal equipment and rubbish from the Hall at the end of the activity

9. Closing up

Please ensure that all heaters, including water heater in the kitchen, and lights are switched off, and all doors and windows are securely closed when you lock up the Hall. Return the key to 4 Bridge Cottages unless otherwise instructed.

Please leave the building quietly with respect to our neighbours.

10. Car parking

The Hall has a small number of off road spaces. Parking is unrestricted on Main Street but please park responsibly with respect to our neighbours.

Aberford Village Hall Committee

I/we the undersigned agree to comply with all the Terms and Conditions of use of the Aberford Village Hall as stated above:

Name:

Contact name:

Address:.....

Contact telephone:.....

Dates and time of hire:

Price agreed: £12.50 per hour (subject to review)

Signature:

Date:

Rtn to Nancy Griffiths, Secretary, 10 Parlinton Villas, ABerford, LS25 3EP or by email nancygriffiths1951@gmail.com
mobile: 07733265632