



THE NARTH & DISTRICT VILLAGE HALL (“the Hall”)

Registered Charity 524389

The Narth & District Village Hall Committee (“the Committee”) | Chair: Clark Atkinson | Treasurer:
David Lloyd | Bookings Coordinator: narthbookings@gmail.com

These Terms and Conditions apply to all hiring of the Hall (as of February 2024)

MAKING A BOOKING An application to hire the Hall must be made using the online booking form and signed to declare that the Hirer has read, fully understands and accepts these Terms and Conditions. A verbal booking (subject to availability) will only be confirmed on receipt of the booking form by the Bookings Officer. For one-off users, payment should accompany the booking form. Regular users will be invoiced and payment should be within 14 days of invoice. Hire prices charged will be those in force at the time of the letting. The Committee reserves the right to refuse bookings or to impose additional conditions.

CANCELLATION In case of cancellation by the Hirer the booking fee may be refunded at the discretion of the Hall, where no expense has been incurred. In exceptional circumstances the Hall reserves the right to cancel a booking after having advised the Hirer. The booking fee would be refunded but no claims for any losses incurred by the Hirer as a result of such circumstances will be considered.

PREMISES The Hall accepts no responsibility for any personal injury, loss or damage arising from your booking. The Hall is not for hire for commercial activities. The premises comprise the Hall and carpark. The woodland area known as ‘The Glade’ and children’s playground is owned and managed by NRW. These are open to the public and are not for hire or exclusive use. The Hall will be unlocked and locked (wall-mounted key safe) for hire events by the Hirer. Any Committee member has the right to enter the hall at any time other than during events falling under the relevant provisions of the Children Act 1989. Marquees, overnight stays and camping are not allowed.

HIRER The Hirer or person in charge of an activity shall not be under 21 years of age (25 where a bar is being run) and shall be on the premises for the entire period of the hire. The Hirer must exercise effective control at all times and appoint a sufficient number of competent persons to provide adequate supervision throughout the hiring. The Hirer and those taking part in the function must comply with all directions given by the officers of the Hall for the safety and security of the Hall, its contents and all persons using the facilities. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire 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 render invalid any insurance policies in respect thereof.

CAPACITY For safety reasons the Hirer must make sure that the number of people in the Hall will not exceed 60 (where tables and chairs are being used) and 100 (where the hall is empty).

PARKING Parking is entirely at the vehicle owners’ risk. The Committee accepts no responsibility for the loss of, or damage to, any car or other vehicle which may be brought to or left in the Hall’s carpark. The Hirer shall ensure that any instructions given by the Committee with regard to parking are strictly observed. The main gateway is an emergency access point and must be kept clear at all times. There is one disabled space in the Hall’s carpark and an area of hard standing opposite. Please ensure all vehicles are off site as soon as possible after the end of a booked session unless prior permission has been requested and approved.

Author: Richard Smowton | Reviewed: 23.04.2024

INDEMNITY The Hirer shall indemnify and keep indemnified each member of the Hall Trustees/ Committee and the Hall's volunteers, agents and invitees against; the cost of repair of any damage done to any part of the premises including the structure thereof or the contents of the premises and all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.

INSURANCE The Hall has public liability insurance in place for the Hall, grounds and play equipment and all of its own organised activities and events. The Hall also has hirers liability in place (limit of indemnity £1,000,000) which covers those organisations, clubs and private individuals/parties using the Hall who do not have their own insurance in place and a claim arises during the period of hire. It does not cover political or business use of the premises. Note that the hirers' liability insurance (a) does not cover Hirers' liability for bodily injury / illness / disease (including death) beyond common law; (b) covers the Hirers' liability for damage to the premises or its contents only up to £1,000,000 for any one claim and (c) cover is not provided for the Hirers' liabilities arising from bouncy castles, inflatables or contact sports.

STORED EQUIPMENT The Hall will not accept responsibility or liability in respect of damage to, or loss of, any property or items placed in or left on the premises, including the grounds and carpark. Any user wishing to store property temporarily in the hall or grounds must obtain permission beforehand from the Committee. All equipment and other property (other than stored equipment) must be removed at the end of each hiring. The Committee may, at its discretion, remove such property 3 days after the end of the storage/hire period and dispose of any items as it thinks fit.

SUPERVISION Smoking is not permitted anywhere in the Hall. The Hirer must ensure that those attending their event comply with this regulation. None of these items must be brought into the Hall or the grounds: illegal drugs, highly flammable substances, fireworks, gas cylinders or smoke machines. Please do not fix items to the walls or use BluTack or sticky tape on them. Nothing is to be displayed outside the Hall without the previous consent of the Committee. No additional lights, light extensions, heating equipment or other electrical equipment shall be used without prior consent of the Committee and any electrical appliances brought to the premises should be in good and safe working order and should have been PAT tested.

LICENCES Hirers must declare on the booking form if they intend alcohol to be consumed or sold at the event. For the sale of alcohol at the Hall the Hirer must comply with the terms of the Hall liquor license. The licence must be strictly adhered to and the Hirer will be held personally responsible for any breach of the Licensed Premises Licence (Licensing Act 2003). Where permission is granted to consume or sell alcohol at an event, the Hirer must take all necessary steps to ensure no offences are committed under the terms of Licensing Act 2003 during the period of the hire. This includes, but is not limited to, the illegality of selling or supplying alcohol to underage persons with the Hirer taking all necessary steps to confirm an individual's age. All alcoholic drinks served in the Hall must be served in marked volume measured glasses, and full measures given, regardless of whether the alcohol is included in an entry ticket price, given by donation or sold by the glass. Volume measures are available on loan from the Hall. (The rule on alcohol measures applies at any events at which members of the general public are present and alcohol is served. The only time when it does not apply is when the booking is for a private party.) It is the responsibility of the Hirer to comply fully with these conditions.

GAMING, BETTING & LOTTERIES The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. No collections, games

of chance, sweepstakes or lotteries, nor any betting may be conducted on the premises unless conducted as charitable fundraising and with the agreement of the Committee.

HEALTH & HYGIENE The Hirer shall, if preparing or selling food, observe all relevant Food, Health and Hygiene Legislation and Regulations. At the end of the hire please ensure that all areas (including kitchen and toilets) are left clean and swept. Please ensure lights are switched off, and all doors and windows are securely closed. All rubbish should be removed from the site (refuse sacks are available in the kitchen by the dishwasher).

ACCIDENTS AND DANGEROUS OCCURRENCES Please read the Health and Safety Guidance. Copy available online and in the Health & Safety file in the kitchen. Children under 14 are not allowed in the kitchen at any time. The Hirer must report all accidents involving injury to the public to a member of the Committee as soon as possible. A First Aid box is available in the kitchen. An accident book is also kept in the kitchen and must be completed should an accident occur.

PUBLIC SAFETY All Hirers or those nominated as competent persons to take charge in event of fire shall have been informed of the procedure for emergency and evacuation of the premises and shall have familiarised themselves with the firefighting equipment provided. A copy of the Fire Safety Information and Emergency Plan is attached to this Booking Form and also displayed on the notice board in the Hall. The introduction of a new fire risk by the Hirer must be accompanied by a risk assessment carried out by the Hirer and approved by the Committee before the event. A defibrillator is positioned on the exterior wall of the kitchen. There is no key or code number required to release the unit and it is available for emergency use.

In the event of a fire of any kind, the Fire Service MUST be called by phoning emergency services and the matter reported to the Committee at the first possible opportunity. NB: There is no phone on the premises. It is a condition that Hirers have a mobile phone available for their event. In emergency phone 999 giving address as The Narth & District Village Hall, School Lane, The Narth, Monmouth, Postcode NP25 4QN.

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements. All Hirers must comply with the Hall Safeguarding Policy. Any organisation or individuals hiring the Hall to hold activities involving children under 18 or vulnerable adults are confirming by signing the booking form that they have made all the legal checks necessary and have appropriate safeguarding in place. All children must be supervised at all times. The Hall accepts no responsibility for the welfare of children in the Hall during letting.

ANIMALS No animals are to enter the kitchen under any circumstances.

NOISE All hire sessions will end by midnight. Noise, including music, must be kept to a reasonable volume and music should stop by 11.30pm.

PRIVACY The Hall needs to collect personal data so we can process your bookings. We will only collect the personal data from you that we need in order to process these bookings. We will not pass on your data to any other organisations.

<p>The Committee reserves the right to change these Terms & Conditions at any time at their discretion. We thank you for your co-operation and hope that you enjoy the use of our Village Hall.</p>
