

# WALFORD VILLAGE HALL

## Standard Terms & Conditions of Hire

### 1. Definitions

“The Hall” means Walford Village Hall, including the main hall building, car park and field.

“The Committee” means the Walford Village Hall Management Committee.

“The Hirer” means the person named on the booking form, who shall be responsible for compliance with these Terms & Conditions.

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### 2. Bookings

- All applications for hire must be made via the official online booking form.
- No person under 21 years of age may hire the Hall unless agreed in writing by the Committee.
- The hire period is limited strictly to the hours confirmed in writing. Access outside those times requires prior written approval.
- Lock codes are confidential and must not be shared. Copying keys or distributing access codes is strictly prohibited.

The Committee reserves the right to refuse or cancel any booking at its discretion.

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### 3. Capacity

The maximum permitted capacity of the Hall is **70 persons**, as determined by the Local Authority. This limit must not be exceeded under any circumstances.

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### 4. Responsibility of the Hirer

The Hirer:

- Is wholly responsible for the conduct, safety, and supervision of all persons attending during the hire period.
  - Shall ensure that no unlawful activity takes place on the premises.
  - Shall ensure compliance with all relevant legislation and regulations applicable to the event.
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### 5. Insurance & Liability

The Hirer is responsible for ensuring that appropriate **Public Liability Insurance** is in place for their event where required. The Committee reserves the right to request evidence of such insurance.

The Committee shall not be liable for any loss, damage, or injury arising from the hire of the Hall, except where such loss, damage, or injury is caused by the negligence of the Committee or where liability cannot lawfully be excluded.

The Hirer shall indemnify and keep indemnified the Committee against all claims, losses, damages, and liabilities arising from the hire period, except where caused by the negligence of the Committee.

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## 6. Use of the Premises

The Hirer shall:

- Leave the Hall in a clean and orderly condition.
- Remove all rubbish from the premises.
- Clean and store all kitchen equipment used.
- Stack tables and chairs safely in the designated storage areas.
- Ensure all lights, electrical appliances (including outside lights), windows and doors are secured before leaving.

If keys are lost, the Hirer shall be responsible for the full cost of replacement locks and keys.

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## 7. Public Safety & Fire Compliance

The Hirer must familiarise themselves at the start of the hire period with:

- Fire exits and escape routes
- Location and use of fire equipment
- Method of operating exit door fastenings
- Location of the first aid box
- Fire action procedures displayed on the notice board

Before any event begins, the Hirer shall ensure:

- All fire exits are unlocked and unobstructed
- Escape routes are clear
- Fire doors are not wedged open
- There are no obvious fire hazards

The Fire Service must be called to any outbreak of fire, however minor, and the Committee informed as soon as possible.

The Hall has no landline telephone. The Hirer must ensure access to a working mobile phone.

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## 8. Children & Safeguarding

Where activities involve children under 18, the Hirer is responsible for ensuring compliance with safeguarding legislation, including the Children Acts 1989 and 2004, and for ensuring appropriate supervision at all times.

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## 9. Alcohol & Licensing

Any sale of alcohol must comply with the **Licensing Act 2003**.

Where required, the Hirer must obtain a valid Temporary Event Notice (TEN) and provide a copy to the Committee prior to the event. The individual named on the TEN is legally responsible for the sale of alcohol.

The Hirer shall comply with all licensing conditions and regulations applicable to the event.

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## **10. Noise & Consideration for Neighbours**

The Hirer must ensure that noise levels are kept to a reasonable level at all times and that guests leave the premises quietly.

Music and amplified sound must cease by any time specified by the Committee or licensing conditions.

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## **11. Prohibited & Regulated Activities**

The Hirer shall ensure compliance with all laws relating to:

- Gaming, betting, and lotteries
- Copyright and performance rights
- Food safety and hygiene
- Smoking regulations
- Any regulated entertainment

Any non-standard licensable activity must be notified to the Committee at least 30 days prior to the event.

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## **12. Payment, Deposits & Cancellation**

Full payment, including the booking fee and a £100 refundable damage deposit, must be made within 10 working days of confirmation. Failure to pay may result in cancellation. The damage deposit will be refunded within 28 days following the event, subject to no damage or exceptional cleaning requirements.

### **Cancellation Charges:**

If the booking is cancelled within 21 days of the confirmed hire date, 50% of the booking fee will be retained. If the booking is cancelled more than 21 days before the confirmed hire date, an administration fee of £5 may be charged.

The Hirer is responsible for any breakages or damage occurring during the hire period.

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## **13. Force Majeure**

The Committee shall not be liable for failure to make the Hall available due to circumstances beyond its reasonable control, including but not limited to power failure, flooding, fire, structural damage, or government restriction. In such cases, a full refund of fees paid will be made.

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## **14. Bouncy Castles & Inflatables**

Inflatables are permitted only with prior written approval.

The Hall does not provide insurance for inflatables and accepts no liability for their use except where required by law.

The Hirer must:

- Declare intention to use an inflatable at booking
- Provide evidence of Public Liability Insurance

- Ensure adult supervision at all times
- Confirm supplier insurance cover
- Ensure safe installation and appropriate anchoring
- Keep fire exits clear

The Committee reserves the right to prohibit use if safety requirements are not met.

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## **15. Data Protection**

Personal information provided when making a booking (including name, email address, telephone number and event details) will be used solely for the administration of bookings, communication with hirers, provision of access instructions, and the processing of payments or refunds where applicable.

Payment records are maintained for accounting purposes. Where bank details are provided to enable the refund of a damage deposit, they will be used solely for that purpose and deleted once the refund has been processed.

Hirers may optionally consent to receive newsletters; this is managed separately and can be withdrawn at any time

Personal data will be handled securely and in accordance with the Walford Village Hall Privacy Policy and Data Protection Policy, which are available on the hall's website.

By submitting a booking form, the Hirer confirms that they have read and understood the hall's Privacy Policy.

March 2026