



Stanpit Village Hall



162 Stanpit, Christchurch, Dorset. BH23 3NE

Welcome to Stanpit Village Hall. Thank you for choosing our hall and we hope you enjoy using the facilities. As it is a public building and used by a variety of organisations we ask that you adhere by the conditions of hire which are in the interests of maintaining effective health and safety procedures. Please read them carefully....

Terms and Conditions of Hire

Safety – the hirer of the hall must make themselves familiar with the advertised fire regulations in the foyer.

Attendance Numbers

To comply with Fire Regulations numbers must be limited to –

Main Hall – Seated (tables) – 75

No tables/seats – 100

Committee rooms – 23 each

Charges and Cancellations

Please see the web site for current charges.

Single users. One off users are required to pay the full hire charge at time of booking plus a party deposit of a further £100 to be returned depending on the condition of the hall. Once agreement to the Booking Confirmation Form has been accepted and the required monies are paid, the Hall will not be hired out to any other user at that time without the prior agreement of the hirer. Cancellations by the hirer need to inform and agreed by the caretaker at least 14 days prior to the booking to receive a full refund of all monies paid. The party deposit will be refunded on all cancellations. The Village Hall Trustees will be reasonably flexible in relation to modifications, postponements and cancellations, but reserves the right to make a cancellation charge.

Regular Users. Regular Users are those who book on regular basis, such as weekly for a period of months. Regular Users will not normally need to pay a deposit and will be invoiced monthly in arrears. Cancellation more than 48 hours prior to a booking will not normally incur a charge. Cancellation within 48 hours or a may incur the full hire charge.

Cancellations by the Village Hall Trustees.

The Village Hall Trust reserves the right to cancel a booking by written notice in the following circumstances

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- the Village Hall Trust Management Committee reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements unlawful or unsuitable activities will take place at the premises as a result of the hiring
- the premises becoming unfit for the use intended by the hirer
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the hirer shall be entitled to a refund of all monies paid, but the Village Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

Booking Hirers must be over 18 years old. The hirer plus one other contact name and phone number are required. In the event of an under 18 function booking, this must be done by an adult 25+ and responsible adults MUST be in attendance.

Premises The hiring of the main hall includes the use of cloakrooms, stage area and kitchen. The hirer must make arrangements for the monitoring of the cloakrooms. The committee do not accept any responsibility therefore, nor for the safe custody of any article deposited in them.

The 2 back rooms may be hired separately. The use of the small kitchen is reserved for the Maberley Room.

The caretaker will notify of the time allowed to enter the premises.

Evening bookings MUST vacate by 11.30pm.

All rubbish must be removed by the hirer.

No decorations or notices may be attached i.e. by pins or sticky tape, to the fabric of the premises. No extra lighting or alteration to existing lighting may be installed without permission of the committee. Any external electrical equipment brought into the hall MUST be PAT certified. All must be removed at the end of the booking.

All lost property found on the premises must be given to the caretaker.

Right of entry to the premises is reserved to the Officers of the Committee, the Caretaker, Police Officers, Officers of the Borough Council and members of the Fire Service at all times.

Roadside parking only.

Furniture and Equipment ALL hirers are responsible to set up beforehand and put away after their booking. Please stack chairs, at the back of the hall. Please LIFT and NOT DRAG chairs and tables over ANY OF THE FLOORS. Hirers are responsible for any damage caused and breakages of equipment. Please do not move furniture between rooms unless previously agreed with the caretaker.

Hall Good Neighbour Policy Please respect the Hall's neighbours.

Music must end by 11pm Monday to Saturday, 10.30pm on Sundays. Exception may be made for New Year. Windows MUST be close by 9pm to minimise nuisance to the neighbours.

Please ensure all guests leave quietly. Neighbours must not be disturbed by amplified music.

The hirer shall not permit any drunken or disorderly person to remain upon any part of the premises.

Stanpit Village Hall Management Committee.

July 2019