Stanpit Village Hall

161 Stanpit, Christchurch, Dorset. BH23 3NE

Registered Charity No: 1199064

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

The Hirer: he/she must be over 18 years old. The Hirer's contact details are required, and the Hirer always remains responsible for their guest's or client's behaviour and their health and safety. In the event of an 'under 18' age group function booking, this must be done by a responsible adult over 25 years old and who **must** remain in attendance throughout the event.

Premises: Consist of a Main Hall, The Harbour View Room and the Maberley Room with kitchens and associated male and female toilets. The hiring of the Main Hall includes the use of the cloakrooms, stage area and kitchen. The Hirer must make arrangements for the monitoring of the cloakrooms during any booking. The two back rooms, Maberley and Harbour View, may be hired separately. The use of the small kitchen is reserved for the Maberley Room. No decorations or notices may be attached 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 event and the rooms left as they were found. There is no Car Parking facility at SVH

Fire Safety: the Hirer of the premises must make themselves familiar with the Fire Regulations displayed in the foyer entrance and in particular the location of and types of Fire Extinguisher, Fire Alarm and Fire Exit doors on the premises before any event commences. The Hirer must also make known to all persons, guests, members of the public, paying clients at the event, the location of all the Fire Exit doors and that exits are not compromised in any way **before** the event starts.

Permitted Number of Persons: To comply with Fire and H&S Regulations numbers are limited to;

Main Hall – no more than 75 persons seated at tables or 100 persons standing

Maberley and Harbour View rooms – no more than 23 persons in each room

Hire Charges: Please see the SVH web site, www.stanpitvillagehall.co.uk, for current hire charges.

a. One off booking, full payment is required in advance, and if it is a party or similar function then a refundable deposit of an additional £100 is required beforehand which will be returned depending on the condition of the hall after the event.
b. Regular hirers will be billed monthly. A completed regular user booking form is required annually. Once booked the premises cannot be sublet or used for commercial purposes. A full refund will be made in the event of the Committee having cause to cancel any booking due to circumstances beyond their control.

Alcohol and Food: may be consumed on the premises but If the Hirer wishes to **sell** alcohol at their event, then an alcohol licence is required. Please contact the Caretaker for further details.

Furniture, Equipment and Clearing up: Hirers are responsible for setting up before the event and putting away after their event and this must be done within the 'start and end time'. Please stack chairs at the back of the hall. Please lift and do 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. **All** rubbish must be removed by the Hirer on the day.

'Start' and 'End' Times (see your booking form on Page 3)**:** You are not permitted to enter and set up in your allocated room before your 'start time'. You must vacate your allocated room before your 'end time'. You must allow time to set up for your event and clear up after your event all within your 'start' and 'end times'. You may not change rooms from your original booking without first speaking to the bookings clerk. If there is a problem when you arrive for your booking contact the bookings clerk immediately. Evening bookings must vacate by 11.00pm. A member of The Committee will lock up the premises at the end of the day.

Personal Property: All lost property found on the premises must be given to the Caretaker. SVH does not accept any responsibility for the loss, theft or damage howsoever caused to personal property nor for the safe custody of any article deposited in any part of the hall by the Hirer or their guests.

Right of Entry: to the premises at any time is the reserve and right of any authorised representative of the SVH Committee, the Caretaker, Police Officers, Officers of the Borough Council and members of the Fire Service at all times.

Good Neighbour Policy: Please respect the Hall's neighbours. Music must end by 11:00pm Monday to Saturday, 10.30pm on Sundays. Windows must be closed by 9:00pm 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 behaviour on the premises nor allow any person to remain upon any part of the premises who is. We also ask that you respect other users who may be in the building at the same time as you.

Insurance: It is the Hirer's responsibility to have in place its own Public Liability insurance cover that indemnifies Stanpit Village Hall and/or its Trustees against any claim by the Hirer or the Hirer's group for any personal loss, theft or injury suffered by the Hirer and/or the Hirer's group whilst partaking in any organised activity by the Hirer on the premises. SVH has its own Public Liability insurance and Buildings insurance, but this does **NOT** cover the Hirer.

Cancellation Policy: If the Hirer cancels the hiring it must be with four weeks' notice of the hire date in order to receive a full refund. A cancellation made with less than four weeks' notice will forfeit the hire charge.

Safeguarding of Children and Vulnerable Adults: It is the responsibility of the Hirer to ensure that all children under 18 years old and any vulnerable adult in the Hirer's group are safeguarded by a responsible adult whilst on the premises. The nominated adult (see Page 4 below) must be always present. Any safeguarding issues must be reported immediately to a member of the Committee.

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STANPIT VILLAGE HALL 'SINGLE USE' BOOKING FORM

Event type (e.g., child's party): ……

ALLOCATED ROOM	DATE	'START TIME'	'END TIME'	HOURLY RATE	TOTAL:
MAIN HALL				£12.00	£
MABERLY ROOM (downstairs)				£8.00	£
HARBOUR VIEW (upstairs)				£8.00	£

PLEASE ENSURE YOU HAVE CHECKED AVAILABILITY OF ROOMS ON THE SVH WEBSITE BEFORE MAKING A BOOKING.

I enclose:

1. Full payment for the above event. (Cash/cheque accepted: payable to Stanpit Village Hall)
2. Event security cheque/cash of £100 (payable to Stanpit Village Hall). This covers any accidental damage or professional cleaning requirements. Once the event is completed and the room checked for compliance with Conditions of Hire, the cheque is destroyed/cash return as arranged.

HIRERS ARE RESPONSIBLE FOR SETTING UP AND PUTTING AWAY. THEY ARE ALSO RESPONSIBLE FOR CLEANING THE ROOM AFTER USE. THIS INCLUDES, BUT IS NOT LIMITED TO: CLEANING KITCHEN AREAS, CHECKING TOILETS, CORRECTLY PUTTING AWAY ANY CROCKERY, SWEEPING THE FLOOR, WIPING TABLES, EXCESS RUBBISH REMOVED FROM PREMISES.

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By submitting this form, I the Hirer, confirm that I have read and understand the T&C's shown above and agree to them.

NAME of person making booking: ……..

NAME of safeguarding/responsible adult if children and/or vulnerable adults are present:

……

ORGANISATION: ……

ADDRESS: ……

POSTCODE: ……

PHONE: ……

EMAIL: ……

By signing this form, you understand and agree with the Terms & Conditions set out therein

SIGNATURE: ……Print your name……

Please retain one copy of this form and return the other to:
Tracey Waters, 5 Johnstone Road, Christchurch, BH23 3NG
Telephone: 07973 894 222.
DO NOT deliver to the Hall.