

For the purpose of this document MVHT shall stand for Malpas Village Hall Trust (registered Charity Number 1150391) the “official licensee” of Malpas Village Hall.

These rules and conditions apply to anyone hiring Malpas Village Hall and should be read before completing the booking process. Acceptance of these rules and conditions will be required at the time of booking.

MVHT reserves the right to amend these rules and conditions, and also to make any additional rules and conditions as necessary taking into account the requirements of the Trust. For the purposes of these conditions the 'Hirer' will mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. General Conditions

1.1 Confirmation:

- A booking is not confirmed until the booking form has been completed, submitted and payment made.
- MVHT will only accept a booking when booked by a responsible person aged over 18.
- Bookings can only be accepted online.
- Payment is made on-line at the time of booking of the event.

1.2 Cancellation:

- If the Hirer cancels the booking within 14 days of the bookings manager accepting the booking a full refund will be made.
- MVHT does not refund payments when they are cancelled 15 days or more after the booking has been accepted by the bookings manager. It is the policy of MVHT to issue a Hall Credit; this is a redeemable voucher valid for a period of 12 months from the cancellation date.
- MVHT reserves the right to cancel any booking at its absolute discretion, with a 100% refund of the hire charge. In the event of a cancellation, no liability will be accepted for any loss incurred and no compensation will be payable to the hirer or any other person in respect of such cancellation.

1.3 The Hirer:

- Will be held responsible for the payment of all charges in respect of the booking. MVHT takes no responsibility for any loss, act or omission by the hirer.

1.4 Hirers Insurance Liability:

- The Hirer must ensure that when professional or specialist coaching is provided for the activities relating to the booking, those individuals are suitably trained and qualified.
- MVHT will not be liable for the death or injury to any person attending the activity which is the subject of the booking or any losses, claims, demands, actions, proceedings, damages, expenses or other liability incurred by the hirer except where any of the above is due solely to the negligence of MVHT, their staff or agents.
- MVHT will not under any circumstances accept responsibility or liability in respect of any damage to or loss of goods, articles or property of any kind brought into or left at the premises either by the hirer or by any other person.

1.5 Alcohol, Raffles and Entry Fees

- Authorisation from the booking administrator is required if alcohol is to be provided free of charge to the people using the premises.
- MVHT is licenced for the retail sale and provision of alcohol on the premises. If there is any entrance payment, raffle or sale of alcohol then a Named Person over 18 must receive “authorisation in writing by the Designated Premises Supervisor, Richard Selby, in accordance with the Trust’s Premises License” before alcohol is consumed on the Premises.

1.6 Food Hygiene:

- A Level 1 Basic Food Hygiene Certificate is required to prepare and cook food for the general public from the premises.

1.7 Barbecues

- Barbecues may be used in the garden with the written permission of MVHT.

1.8 Smoking:

- Smoking is not permitted anywhere on the premises or the balcony.

1.9 Drugs:

- The illegal use of drugs or proscribed substances is not permitted anywhere on the premises or the balcony.

1.10 Purpose and Sub-Letting:

- The Hirer shall not use the premises for any purpose other than that described in the booking form and shall not be sub-let.

1.11 Equipment:

- Electrical appliances brought to the premises need to be in safe working order Any electrical equipment brought into the centre must be appropriately PATs tested. Appropriate risk assessments and supervision must be considered and applied and used appropriately.
- A circuit breaker should be used with higher voltage appliances in line with the manufacturer's recommendations.

1.12 Safeguarding:

- Ensuring public safety, particularly that of children attending a function, although organisers of private children's parties do not need a Child Protection Policy.
- All voluntary and community groups/organisations providing services for children, young people or vulnerable adults must present an appropriate DBS (Disclosure & Barring Service) check for the Trust's inspection.

1.13 Animals:

- No animals are permitted in the Hall, with the exception of Service Animals.

1.14 Access:

- MVHT reserve the right to access any part of the building at any time.

1.15 Candles, Glow Sticks and Indoor Fireworks:

- No flame candles must be used; please use battery candles only.
- Glow sticks and indoor fireworks are not to be used in either the halls or on the balcony.

2. Hirer Responsibility

2.1 General Health and Safety

- The Hirer and other organisers of the booking must acquaint themselves with the fire safety regulations (available on the website and in entrance hall of the premises) and familiarise themselves with the emergency exit doors, light switches and assembly points.
- The Hirer or nominated person, as named on the booking form, for the duration of the hiring accepts responsibility for being in charge of the public on the premises and complying with all the conditions and regulations made in respect of the premises and in particular the rules and conditions of MVHT. Including:
 - The good behaviour of people using the premises including advice on not obstructing the highway with their cars.
 - The supervision of the premises, the fabric and the contents and reporting of any damage however slight
 - Tables and chairs are not dragged across the floor but carried in a safe manner, max stack of 3 for carrying.
 - Tables and chairs and are stacked safely so they will not fall, max stack of 6 for storage.
- The Hirer must arrange appropriate first aid facilities/ personnel for the duration of the activity/ event, where appropriate.
- There is no phone on the premises. In case of an emergency, a mobile phone should be available.
- All doorways must be kept clear.
- Children must not be allowed near the hot water urn, kettle or any cooking appliance.
- Capacity: For public safety the maximum recommended number of people using the Halls is as follows:
 - **St. Andrews Hall:** (12.6m x 4.2m) 60 seated/120 standing
 - **The Barton Hall:** (7.5m x 5.4m) 45 seated/90 standing
 - **The Huddle Room:** Typically accommodating 2-6 people
- For event of more than 100 guest written permission from MVHT will be required.

2.2 Accidents:

- The Hirer must record in the Accident Book the date and nature of all minor medical accidents. Medical Assistance/Emergency Services must be called for more serious accidents.

Fair Trade Policy

- The Hirer is to comply with fair Trading Laws and any code of practice if selling goods on the premises with prices of goods and services prominently displayed.

2.3 Noise

- Consideration must be shown towards neighbours and excessive noise must be avoided especially when leaving the Hall. Music, singing and dancing must stop at 23.00 and the Hall vacated quietly by 23.30.

2.4 Equipment

2.5 Furniture and Wooden Flooring

- The Hirer must ensure that the wooden flooring is not marked and stiletto heels are removed or tips covered.
- Position of seating and tables must allow pathways to Fire Exits and the Patio doors.

2.6 Cleaning and Leaving the Premises

- Rubbish is removed at the end of the hired session (black bags are available).
- At the end of the hiring, the lights are turned off, windows and doors are shut and the exterior doors are securely locked, key returned to the external key safe (the entrance and outside lights are on a time switch and cannot be turned off).
- Consideration is given to future users of the hall and that all areas of the hall and its equipment are returned clean and tidy and in the same place and condition that it was found.
- On leaving, all food must be removed from the refrigerator (switch off) and the door left open.

2.7 Security

- The Hirer must ensure adequate responsible people to act as overseers at events with over 100 attendees. These do not need to be industry approved stewards, but must be easily identifiable. Overseers must preserve order and ensure compliance with safety and fire regulations to the satisfaction of MVHT. Overseers must (i) not consume alcohol; (ii) be familiar with the fire evacuation procedures for the centre; (iii) be responsible for access control and behaviour of all guests inside and immediately outside the centre before, during and after the event.

2.8 Timing of Hire

- The time you hire the space is the time you are able to access the space, unless by prior arrangement with Richard Selby. If you require setting up or setting down time you must include that in your booking. You must vacate the hire space on, or before the time the booking ends.

2.9 Gaming and Betting

- Adherence to law relating to gaming, betting and lotteries

2.10 Staging

- The staging must be hired as per the booking form. Staging can only be set up, moved and handled by MVHT volunteers. If the Hirer does not specifically request the staging on the booking form, it cannot be used.