

**SEDGEBERROW VILLAGE HALL COMMITTEE**  
**CONDITIONS OF HIRING FOR SEDGEBERROW VILLAGE HALL**  
**AND THE BETTERIDGE ROOM**

***Sedgeberrow Village Hall and the Betteridge Room are non-smoking premises.***

**1. COSTS**

Rates per Hour for Hire:

	Betteridge Room incl. Full Kitchen	Village Hall	Add: Full Kitchen to Village Hall*	Full Access: Hall, Room & Full Kitchen
Sedgeberrow Residents & Groups	£10	£10	£4	£20
Non-Sedgeberrow & Commercial/Profit Making Groups	£12	£12	£4	£22

*\*The Full Kitchen cannot be hired as a stand-alone room*

*Please note, private hirers are not permitted to use the kitchenette area in the village hall, this is for use by the school and parish council only.*

The hourly hire charge is based on the time the facilities are actually in use. Please include preparation and cleaning times when calculating the number of hours hire required.

**2. DEPOSIT**

**- A refundable deposit of £25 is required for all hire periods, upon booking, to secure the hire booking and to cover:**

- (a) The cost of any breakages or damage to the building, fixtures, fittings and/or inclusive of equipment (i.e. crockery/glassware).
- (b) The cost of any cleaning or removal of rubbish that is required, when the premises have been left in an untidy or unclean state (including the toilets)
- (c) A penalty payment of £20 for late return of keys
- (d) A penalty payment of £20 if the premises are not vacated by 01.00 hours
- (e) The deposit shall not be returned if there is clear evidence of undue noise and disturbance to nearby residents after 01.00 hours as a result of the hire

A different deposit may be requested for large events, catered events or events serving alcohol.

Any extensive damage caused to any area may be subject to investigation and further charges being raised to the hirer.

Deposits will be returned to the hirer upon inspection after the hire period (within 14 days following the hire date).

**3. HIRE AGREEMENT**

- The hirer must be the responsible person
- The hirer will be held financially responsible for any damage caused to fittings, carpets, glasses & crockery. Damages must be reported to one of the Village Hall Committee members by email: [enquiries@sedgeberrowvillagehall.co.uk](mailto:enquiries@sedgeberrowvillagehall.co.uk)
- Deposits must be paid upon booking, to secure the hire booking
- The hire fee must be paid at least 14 days prior to the hire date
- The agreement must be signed at least 14 days before the start of the hire period
- The keys will not be released if these conditions have not been met.

- The hirer must ensure that all lights and taps are turned off, and all doors locked and secure, before leaving the premises.
- The keys must be collected from the relevant key safe, and promptly returned after the hire time.
- **ALL JUNIORS (below the age of 18) MUST BE SUPERVISED AT ALL TIMES.**
- The cleaning can be done the following day if arranged with the booking secretary in advance.
- **ALL MUSIC MUST CEASE AT 00.30 hours (12.30am) AND THE HALL VACATED BY 01.00 HOURS**

#### **4. AGE RESTRICTIONS.**

- The premises cannot be hired by persons under 21 years of age.
- Hiring for persons less than 21 years, can only be done by a parent or guardian, who must be in constant attendance throughout the hire period.

#### **5.FIRE**

- The maximum number of people in the village hall is 140
- The maximum number of people in the Betteridge room is 39
- The maximum number of people in the Betteridge Room and Village Hall is 179 all numbers are to include stewards and performers  
(These numbers are based on guidance from the Hereford and Worcester Fire Brigade Chief Fire Officer)
- The hirer is responsible for safety at all times.
- **FIRE EXITS MUST BE KEPT CLEAR AND UNLOCKED AT ALL TIME**

#### **6.USE OF EQUIPMENT**

- All tables and chairs must be washed and stacked away safely in their original location
- The floor must be swept, hovered, and washed at the end of each hiring
- All kitchen equipment and crockery must be washed and put away after use.
- Nothing must be attached to the walls, doors, curtains or furniture by means of nails, pins, screws, staples or adhesive tape. (see deposit)
- All persons wishing to use their own electrical equipment are responsible for ensuring that a qualified professional has tested it.

#### **7.PERSONAL PROPERTY**

- The committee accept **NO RESPONSIBILITY** for loss or damage of personal belongings.

#### **8.RUBBISH**

- The hirer is responsible in ensuring that **ALL RUBBISH MUST BE TAKEN AWAY WHEN LEAVING.**

#### **9.LICENSES.**

- Any hirer wishing to sell alcohol or hold raffles/ tombola's with alcoholic prizes must apply for a licence himself or herself from Wychavon Council.

#### **10.NOISE**

- The hirer is responsible for ensuring that ALL music and PA systems are turned off by 00.30 hours (12.30am) and premises vacated by 01.00am
- The hirer is reminded of the provisions contained in section 2 above, relating to disturbance to nearby residents.

**11.LEAVING THE PREMISES**

- The hirer is responsible for checking the following before leaving:
  - (a) All windows and doors are locked
  - (b) All lights and other electrical equipment are turned off. Note, some light switches in the village hall are located on the stage.
  - (c) All the heating thermostats on the walls are turned right down.
  - (d) All taps are turned off and plug holes clear.

**12.NOTIFICATION**

- When you have any SERIOUS problems during the hire period, notify one of the key-holders (see notice board)
- When you have any breakages or damage during the hire period, notify the booking secretary when you return the keys.

**13.CANCELLATION**

- At least 7 days' notice of cancellation must be given to the booking secretary by the hirer.
- If the notice period is less than 7 days a cancellation charge of £10 will be made, in the absence of any mitigating circumstances.
- In the event of a no show, with no notice being given, then full hire charge will be made.

**14.FIRST AID**

- A first aid kit can be found in the kitchen area in the village hall under the sink, in the full kitchen under the sink and in the Betteridge room in the cupboard above the sink. Please advise the booking secretary if this has been used so that it can be replenished for others.
- Accident sheets can be found with all first aid kits, a downloadable pdf can be found on our website and a pdf copy is enclosed with these terms and conditions.
- All incidents must be reported on an accident sheet and given to the booking's secretary upon return of the keys.

**15.KEYS**

- The safe keeping of the keys is the responsibility of the hirer. In the event of lost keys, the hirer will be charged the full retail price for replacement.

**THE HIRE AGREEMENT DOES NOT COVER THE PLAYGROUND, SCHOOL FIELD OR SCHOOL EQUIPMENT**

**A COPY OF THESE CONDITIONS OF HIRING CAN BE FOUND ON THE WALL IN BOTH ROOMS AND ON OUR WEBSITE**

By signing this agreement, you agree to all terms and conditions stated above.

Signed .....

Full Name .....

Date .....