



New Meppershall Village Hall

Terms and Conditions of Hiring – effective from 7th February 2020

Parties

1. Meppershall Village Hall Trust Charity Number 300052 (“MVHT”) operates the Meppershall Village Hall (“the Premises”).
2. The “Hirer” is a person, organisation or entity hiring the Premises or any part thereof.

Bookings and Hirings

3. All applications for the hire of space, rooms or facilities in the Premises (“the Hire or Hiring”) are subject to acceptance by MVHT and agreement by the Hirer to these terms and conditions of hiring (“the Booking Conditions”).
4. A booking form must be completed using the online booking system at <https://www.meppershallvillagehall.co.uk/booking-calendar>, or if assistance is required by calling the Booking Manager.
5. The person registered with MVHT and completing an online booking or signing the booking form shall be considered to be the Hirer.
6. Where an organisation is named on the booking form, that organisation shall be jointly and severally liable with the Hirer to meet the Booking Conditions.
7. All bookings are to be treated as a request until accepted by MVHT and the non-refundable booking fee of £27 invoiced and paid in full.
8. The balance of the Hiring fee (total sum less the non-refundable booking fee), together with the Accidental Damage Deposit is payable not less than six (6) weeks before the commencement of the Hire.
9. If the booking is being made less than six weeks before the date of Hire then the non-refundable booking fee of £27, balance of the Hiring fee and Accidental Damage Deposit are payable on receipt of confirmation of a booking and an invoice sent to the Hirer by the Booking Manager.
10. A booking is only to be treated as confirmed once the booking fee of £27 has been paid and a written confirmation received from MVHT.
11. MVHT reserves the right not to accept or confirm a booking request.

Accidental Damage Deposit

12. The Accidental Damage Deposit is refundable providing all of the Booking Conditions have been met.
13. The amount of the Accidental Damage Deposit to be paid is £65 except in respect of parties or events attended predominantly by persons aged between 16 to 21 or a Friday or Saturday evening in the Main Hall when £160 is to be paid. The amount to be paid will be shown on the booking confirmation and invoice.
14. MVHT reserves the right to cancel a booking if through unexpected or emergency circumstances it is necessary to do so and in those circumstances the Hirer shall be contacted and informed as soon as possible.
15. In the circumstances of an emergency cancellation of the Hiring the Hirer will be entitled to a full refund of any Hiring fee and Damages Deposit paid.



New Meppershall Village Hall

Terms and Conditions of Hiring – effective from 7th February 2020

Bar and Alcohol

16. If required a licensed bar will be provided by Meppershall Social Club.
17. Unless otherwise agreed in writing by MVHT no alcohol may be brought into nor sold in the Premises without a licence issued by the relevant Licensing Authority and specific written consent from MVHT.
18. The Hirer is responsible for ensuring that all their guests or attendees at an event comply with the law as regards alcohol.
19. If MVHT allows a Hirer to provide alcohol or other drinks for their guests, then the Hirer must comply with any conditions or regulations specified and confirmed in writing by MVHT.

Hirers Responsibilities

20. The booking or hire of the Premises or any part thereof does not entitle the Hirer to use or to enter the Premises at any time other than the specific hours for which a booking has been made unless prior arrangements have been agreed with the Booking Manager.
21. The Hirer shall not sub-let the Premises or any part thereof, nor make copies of any keys provided.
22. All keys provided are to be returned to the Booking Manager at the end of the hire.
23. At the end of the Hire the Premises or the part hired must be left locked and secure with **all** doors and windows closed and in a clean and orderly state.
24. All furniture or equipment used by the Hirer should be re-placed in the location where it was found.
25. No pins, nails or similar fixings may be used other than on existing notice boards.
26. Cleaning equipment is provided in the kitchen, main hall, chair store and cleaners cupboard for use by the Hirer to ensure the Premises are left in a clean and tidy state.
27. Refuse must be put into waste type plastic bags and placed in the outside bins which are to be left locked (a key is provided at the time of hire).
28. Charges will be payable if the requirements set out herein are not met, or for damage or a requirement for additional cleaning (which is charged at £20 per hour).
29. Any accidents or damage must be reported to the Treasurer or Booking Manager as soon as possible.
30. The Hirer shall ensure only their invited guests or holders of valid tickets are allowed into the Premises and the room or part hired.
31. The Hirer shall ensure good lawful order is kept in the Premises or any part thereof during the hiring, and in respect of the conduct of all persons attending their event. MVHT may charge the Hirer for any expenses that are incurred to preserve order prior to, during, or after any hire.
32. Noise must be kept to an acceptable level in relation to the neighbouring housing.
33. If the windows or doors are opened then the level of noise within the Premises or hired part thereof must be reduced accordingly.
34. Any event held by a Hirer must cease at 12 midnight unless specific consent to an alternative time has been obtained from MVHT.



New Meppershall Village Hall

Terms and Conditions of Hiring – effective from 7th February 2020

35. The Hirer shall ensure that all persons invited to the Premises leave without making undue noise. Complaints from the neighbours or Central Bedfordshire Council may lead to the deposit being forfeited and future requests to hire the Premises or any part thereof being declined.
36. MVHT accepts no responsibility for any vehicles or property brought to or left on or near to the Premises during or after the hiring, and reserves the right to dispose of any vehicles or property left uncollected for more than seven days and to retain the sale proceeds.
37. Motor vehicles are parked at the owner's risk.
38. No furniture or equipment belonging to MVHT is to be removed or taken from the Premises at any time.
39. Smoking (including use of e-cigarettes, vaping or similar activity) or the use of illegal drugs is not permitted anywhere inside nor close to the Premises.
40. All Fire exits and emergency escape routes must be kept clear at all times, fire break doors kept shut when not in use and under no circumstances are fire detectors or fire alarm points to be covered up, disconnected or otherwise rendered ineffective or not visible.
41. The maximum capacity of the Main Hall in the Premises is 200 people, the Social Area 100, Saplings Room 60, Large Meeting Room 24, Smaller Meeting Room 12 which must not be exceeded under any circumstances.
42. Any electrical or other equipment brought to the Premises must be certified safe, compliant with all relevant regulations including Fire and Electrical safety and current good practice, in good working order, and used in a safe manner.
43. The Premises electrical systems must not be overloaded nor modified in any way.
44. The Hirer is responsible for all licensing requirements applicable to their Hire including Gaming, Betting and Performance licenses and for ensuring compliance with all specified requirements relating to the use of the Premises by the Hirer.
45. Child and Vulnerable Adult Protection Policies and enforcement are the responsibility of the Hirer.
46. The Hirer is responsible for their own insurance in respect of the Hire and shall indemnify and keep indemnified MVHT and each of the Trustees against any claim directly relating to the Hire or the Hirers use of the Premises.
47. The Hirer must not do anything nor bring onto the Premises anything which may endanger the Premises or individuals attending the Premises or render invalid any insurance policies, regulatory approvals or licenses relating to the Premises, details of which are available on notice boards in the Premises or on request.

MVHT Responsibilities

48. MVHT will make available the Premises or any part thereof for the time booked by the Hirer provided that the full Hiring fee and Damages Deposit have been paid.
49. Unless otherwise agreed in writing, if payment of the Hiring Fee and Damages Deposit have not been paid in full prior to six weeks before the Hiring date MVHT shall not be obliged to make the Premises available or any part thereof and the Hiring shall be deemed to have been cancelled.



New Meppershall Village Hall

Terms and Conditions of Hiring – effective from 7th February 2020

50. So far as is reasonably possible at the commencement of the Hire MVHT shall provide all equipment, tables, chairs and other facilities included in the Hire in good working order, clean and usable by the Hirer.
51. MVHT shall take reasonable care but will not be responsible for any loss of or damage to any property or equipment belonging to the Hirer, or any injury which may be incurred by any person or persons invited to, or using the Premises or relevant part during the Hiring, arising from any cause whatsoever which is beyond the control of MVHT.
52. MVHT reserves the right to enter the Premises or any part thereof at any time and to take any action it considers reasonable and necessary in the interests of good order, safety or to ensure compliance with these Booking Conditions and/or applicable legal requirements.

Emergencies and Fire Regulations

53. The Hirer is responsible for all their guests or attendees in the case of an emergency, including fire.
54. It is the Hirers responsibility to inform their guests and attendees as to the location of the Fire Exits and to ensure they are aware of the various ways to exit the Premises in case of emergency or fire.
55. The Premises are equipped with red emergency alarm press buttons, smoke detectors, an electronic audible Fire Alarm, fire extinguishers, emergency lighting and designated fire exits (identified by the emergency exit sign above each of them).
56. The fire extinguishers should only be used as directed in the instructions adjacent to them, and when it is considered safe to do so without endangering the Hirer or their guests or other users of the Premises.
57. On discovering a fire that cannot be dealt with by use of the fire extinguishers a red emergency alarm button should be pressed, which will set off the electronic sounders throughout the Premises.
58. On hearing the Fire Alarm or when requested to do so by MVHT, a person nominated by MVHT or at the request of the Emergency Services the Premises must be vacated immediately using the designated fire exits (which all have internal unlocking devices turned anti-clockwise for exit).
59. When vacating the Premises as a result of an emergency or fire guests and attendees should head towards the main village road and assemble on the grassed areas beyond the car park but in all circumstances so as to be a safe distance from the Premises.
60. In the event of an emergency evacuation of the Premises all equipment and personal belongings should be left where they are, and under no circumstances re-enter the Premises to retrieve any such item until told it is safe to do so by a responsible person with actual knowledge of the state of the Premises or by the Emergency Services.
61. As soon as possible after discovering a fire and setting off the alarm the Hirer should call the emergency services on 999 and not assume someone else will make that call. The address to be stated is Meppershall Village Hall Walnut Tree Way SG17 5AB.
62. The Hirer is responsible for making sure their guests and attendees are aware of the emergency facilities and their use as well as the procedures set out in these Booking Conditions.
63. These provisions are for the safety of all users of the Premises and to meet the requirements under the Fire Regulations that came into force in 2006.



New Meppershall Village Hall

Terms and Conditions of Hiring – effective from 7th February 2020

64. The Hirer confirms on accepting the Booking Conditions that they understand the procedures set out above as regards emergencies and fire and that it will be their responsibility to ensure compliance during the period of the Hire.

MVH/DCB/GJ/07.02.2020