



# Orsett Village Hall

Please read for your own information:

Thank you for your interest in Orsett Village Hall. The Hall is maintained by a small group of local trustees and volunteers. Our Conditions of Hire are designed to help us to keep the Hall in a good condition for the benefit of other users and our hire charges are designed to help us to cover the cost of doing so ensuring its sustainability. All Conditions within this document form part of the Hiring Agreement for the village hall. You must read the entire document when hiring the hall. By booking the hall, you accept the terms and conditions defined within this document. If you are unclear on any part of this agreement, please discuss them with the Management Committee. We hope that you and your guests have an enjoyable time at our village hall, and respect it as if it were your home.

## **DETAILS OF FACILITIES**

The maximum capacity of the hall is 150 persons and seats up to 130 people comfortably.

Facilities include:

- Large main hall area with stage and curtains
- Fitted kitchen with two sinks, a double oven, gas hob, two fridges (one with a small freezer compartment) and a microwave
- Limited amount of crockery and cutlery available. Larger functions would need to arrange their own hire of extra items as required
- Small bar area with a fridge freezer. • Approx 22 x 6ft L x 2ft 3inches W tables, 4 x 4ft L tables and 150 chairs stored in the cloakroom off the hallway

## **BOOKINGS, PAYMENTS AND KEYS**

Bookings are made on a strictly first come, first served basis. The Hirer must be at least 21 years old.

Bookings must be made online using our booking page <https://orsettvillegehall.skedda.com/booking>

When booking the hall, you need to allow enough time for setting up before your event and cleaning up after the event. **This time is part of the hire duration.** All setting up and clearing up must be done during this time.

FULL PAYMENT for your hire is due at the time of booking payable by credit or debit card.

We reserve the right to charge the hirer in the event of breakages, damage to include accidental damage (please refer to the "Clearing Up" section), loss of contents, excessive noise/disturbance, abuse to the premises, or if the premises are left in an unsanitary condition. Our deposit sum is £250. We do not take this in advance of the event, but we reserve the right to charge you this afterwards if we have any issues.

Our booking system records and retains your credit/debit card details and any fees for the above will be charged to the same card.

We will be contact you before we charge any damages/losses to your card.

An example of charges are as follows:

Extra Cleaning £20ph

Breach of T&Cs will result in a £250 charge (Fireworks, abuse of the premises etc)

Breakages – We will charge replacement/repair costs for larger items.

### **KEYS**

The Hall Manager will contact you regarding key collection/opening the hall during the week of your booking. (Note: If the keyholder has NOT contacted you by the date of your event you may contact them direct on 07954 116707. Please note that this is an emergency number only. It **MUST ONLY** be used in the situation described above).

Unless by prior arrangement with the Hall Manager, the keys will be given at the start of the hire time and must be returned as soon as the event is finished. The keyholder will make the necessary arrangements with you. You will be presented with a final check list the day that both you will sign to confirm that you have received the hall in good condition.

### **OUR RIGHT TO CANCEL**

The Management Committee reserves the right to decline any booking application. If conditions are not met, the Management Committee will reserve the right to not accept any future bookings.

The Management Committee reserves the right to amend hiring charges and conditions of hire at any time.

**WE REGRET THAT WE DO NOT ALLOW TEENAGE PARTIES IN THE HALL (13TH, 16TH, 18TH ETC). 21ST PARTIES ARE AT THE DISCRETION OF THE COMMITTEE. VIOLATION OF THIS RULE WILL RESULT IN A FULL £150 CHARGE FOR BREACH OF TERMS AND CONDITIONS.**

### **CANCELLATIONS**

You may cancel your booking up to 6 weeks prior to the hire date. We will retain a £30 admin fee for any cancellations.

For Cancellations less than 6 weeks before your hire date, no refunds will be made.

The Management Committee will NOT be responsible for any loss of estimated income or any other expenses incurred by the hirer resulting from such cancellation.

### **INDEMNITY, INSURANCE AND YOUR DEPOSIT**

**The person named in the Hiring Agreement** is ultimately responsible for ensuring that everyone using the premises complies with the Conditions of Hire and are accountable for any breaches of the Conditions of Hire. If you place a booking on behalf of a company, the liability rests with the company.

The Hirer is responsible for ensuring that the premises (including the building, contents, fixtures and fittings and the surrounding area) are not defaced, damaged, broken or removed.

In the event of breakages, damage (including accidental damage), loss of contents, excessive noise/disturbance, abuse to the premises, or if the premises are left in an unsanitary condition, the **SECURITY DEPOSIT SUM OF £250 WILL BE FORFEITED AND THE HIRER WILL BE HELD LIABLE FOR THE EXCESS (IF APPLICABLE).**

Please be aware that fixtures, fittings and contents including the tables and chairs are checked and counted as appropriate by the hall staff after functions.

Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as a result of their hire, or using any third parties or equipment they introduce. No responsibility will be carried by

Orsett Village Hall Management Committee. The hirer is responsible for ensuring that any third party they employ at their event is appropriately insured and is compliant with current regulations and the hall Conditions of Hire. Examples of third parties include bouncy castle, professional caterers, event management, entertainers and wedding supplier companies.

### **SAFETY/LEGAL**

It is the primary responsibility of the Hirer to ensure the health and safety of users of the Hall. Nothing may be done by the Hirer, their guests or third parties, which will endanger the users of the building or invalidate the insurance policies relating to the premises or its contents. In particular the Hirer must ensure that:

- They remain on the premises for the full duration of the function, they are wholly responsible for their event and will therefore remain in control of activities both inside and in the surrounds of the hall
- The Hall is not used for any unlawful purpose and only used for the purpose specified in the Hiring Agreement
- Wall hooks are used for light decorations only such as balloons and all decorations are removed after functions
- All safety notices in the Hall including the FIRE NOTICE are read and observed. It is the Hirer's responsibility to ensure that everyone in the hall knows how to evacuate the hall in an emergency and that fire exits are not obstructed or tampered with. The Hirer should nominate a person/persons within their party to implement fire safety measures as required e.g. using the fire blanket in the event of a contained kitchen fire
- Fire doors are not opened except in an emergency
- Highly flammable substances are not brought into any part of the premises. In particular CANDLES are not permitted inside the premises
- Flammable items are not positioned near lighting or heaters
- No unauthorised heating or cooling appliances are used, including barbeques inside the hall
- The kitchen cooker is operated in accordance with the instruction manual located in the kitchen area
- All equipment brought onto the premises is in safe and good working order and is only used in the intended purposes for which it was designed
- Fireworks are not used inside or outside the premises
- Car parking is appropriately supervised and guests do not obstruct access to Mill Lane when parking. The main entrance/exit must be kept clear for emergency vehicles at all times
- No one smokes inside the premises and that all cigarette butts are suitably disposed in the outside cigarette bins provided. Please be aware that smoking inside is prohibited by law
- No animals except guide dogs are brought into the premises
- The children's play area outside is respected and not abused and the area must be left clean and tidy i.e. NO rubbish or cigarette butts. This will incur a forfeit with your £250 security deposit if this area is not respected.

### **NOISE, DRUNK, DISORDERLY AND NUISANCE BEHAVIOUR**

The Hirer shall ensure that in order to avoid disturbing neighbours of the Village Hall and local residents and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol.

Drunk, disorderly, nuisance, violent and criminal behaviour shall not be permitted either on the premises or surrounding areas such as Mill Lane and the car park area.

Alcohol shall not be served to any person suspected of being drunk or to any person under the age of 18.

Any person suspected of being under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

The Hirer must ensure that DJs conform to the noise limiter instructions. (This is to ensure that the noise level is not going to disturb the neighbours who live in close proximity to the hall) You could forfeit your £250 security deposit if you do not keep within this noise limitation.

Hirers shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

### **CLEARING UP**

All music and serving of drink should be stopped at 11.30pm (please note that the power supply to all sockets will cut out at this time). All evening events in the Hall should be planned so as to ensure that everyone has left the Hall, with the Hall left in a clean and tidy condition by midnight. For Sunday evening events, the hall should be vacated by 9.30pm (bank holiday weekends 10.30pm).

Please ensure all areas including the toilets, kitchen (and stage area and outside if used) are left in a clean and tidy condition. In particular please ensure that:

- Decorations are taken down
- Floor spillages are cleaned up as soon as possible to prevent floor damage
- Kitchen crockery, utensils, equipment etc are washed and returned to their original places
- Food and drink debris is cleaned and cleared away
- Used tables are cleared and **cleaned to remove food and drink spillages**
- Used chairs are cleaned if drink/food has been spilt on them
- Chair and tables are returned to the cloakroom and properly stacked
- Floors are swept
- Nappies are not left in the toilet areas
- Bottles and cans etc are not left outside
- Kitchen surfaces/sink areas are left clean

Litter/Rubbish: please bring a supply of bin bags with you so that you can leave the hall clean and tidy for other users. The Hall does not supply bin bags. Please remove all rubbish from the hall, toilets and kitchen and place bin bags into the large council bins outside in the car park. If these bins are full please take your rubbish home with you. Please do not leave bin bags outside next to the bins as this will attract vermin.

Stored Equipment: Unless by prior arrangement, all equipment and other property must be removed at the end of the hiring period. The Hall Management Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss and damage is hereby excluded.

Return of keys: After your event, please ensure that all lights are switched off, all windows and doors in the Hall are securely closed and locked. The keys must be returned as soon as you leave the premises.