



Terms & Condition of Hire

1 Interpretation

In these terms and conditions,

- a) `The Hirer` is the person with whom the agreement has been made and who is responsible for ensuring the group or organisation or company comply with all aspects of the hire conditions.
- b) `The Village Hall Management` means the Hall Administrator or his representative, and/or The Village Hall trust .
- c) `Building` or `Hall` or `Village Hall` means the entire Village Hall, its structure, resources, contents and staff.

2 General

- a) There is a NO SMOKING policy throughout the building. The Hirer is responsible for ensuring that this policy is adhered to.
- b) The Hirer is responsible for ensuring that sufficient time has been included within the hire period for room/activity preparation and removal.
- c) The Hirer is responsible for ensuring that the room is vacated on time. Any meeting that has not vacated their room fifteen minutes after the agreed hire time has elapsed will be billed for an additional hours hire charge
- d) The Hirer is responsible for ensuring that the facilities used during the hire period are left as found and that at all times a policy of good housekeeping is employed.
- e) Unless prior permission is sought and agreed by The Village Hall management, alcoholic drinks or beverages of any description are not to be brought onto the premises.
- f) The Hirer will be responsible for financial reimbursement of all breakages and damages that occur during the period of hire.
- g) The Hirer is responsible for the behaviour of all members of the group, or organisation, or company for which they represent.
- h) The Village Hall management have the

right at all times to refuse entry to, or remove from the Village Hall, any person who is considered to be employing, displaying or engaging in anti-social attitude or behaviour.

- i) All groups/organisations are advised that they must have appropriate and comprehensive insurance cover for their own equipment and activities at the Village Hall.
- j) All electrical equipment brought to the Village Hall MUST comply with the IEE Code of Practice with respect to Portable Appliance Testing (PAT). Proof of compliance will be requested.
- k) Unless previously agreed, the Village Hall will be CLOSED on Bank Holidays.
- l) The Village Hall Trust reserves the right to revise tariffs charged and implement changes within an agreed period of time.

3 Terms Of Payment

- a) All invoice payment must be settled within 30 days of invoice date.
- b) All payments to be made by cheque only, payable to "Emersons Green Village Hall" There are no facilities for payment by debit or credit card or by any other monetary transaction.
- c) In the event of cancelling a booking which has already been confirmed, the Hirer should refer to the Cancellation Policy for details of the balance payable.

4 Force Majeure

- a) The Village Hall management reserves the right to cancel any booking where
 - a) unforeseen circumstances prevail or
 - b) due to legal or statutory requisition of Village Hall facilities or
 - c) the use of the Hall is required for an event or activity of benefit to the community as a whole.

WHERE APPROPRIATE, A CHARGE WILL BE LEVIED FOR ANY BREACH OF THESE TERMS AND CONDITIONS.

Emersons Green Village Hall

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