

# UPHILL VILLAGE VICTORY HALL

## Terms and Conditions of Hire

Welcome to Uphill Village Victory Hall (the Hall).

We have two halls, (the large hall has a stage and dance/sports floor area) and a well equipped kitchen.

We are pleased that you have chosen our Hall for your event and hope that you enjoy using its facilities.

The village hall is used by a variety of organisations, and for a number of functions. We have as few rules as possible, but ask you to adhere closely to them – they form part of the conditions of hire and are in the interest of maintaining effective health and safety procedures.

Please read them carefully.

As a Hirer of the Hall, you agree:

1. To ensure the following Attendance Limits are maintained:
  - Main Hall - 120 standing 100 seated
  - Small Hall - 30
2. Before the start of an event, to make yourself, and any stewards, aware of the location of Emergency Fire exit doors and assembly point. Exits must be kept clear at all times. Please refer to the floor plan displayed in the foyer for details.
3. To leave the Hall premises as you find them. If you are not satisfied with the condition at the beginning of the hiring period, you should register this immediately with the Booking Secretary, see bottom of form for contact details
4. Report any breakages immediately to the Booking Secretary to allow replacements and repairs to be done as soon as possible.
5. To be held responsible for the cost of making good any damage occurring inside or to its contents and outside the Hall during the hire period.
6. Not to allow children under the age of 16 onto the stage other than with adult supervision.

## **PLEASE ENSURE ALL DOORS ARE LOCKED WHEN YOU LEAVE**

7. **Smoking** is not prohibited in the building or toilets.
8. **Keys.** As a hirer of the Hall you have been given use of a spare key for the duration of your hire period. You are therefore responsible for the security of the Hall during this time. You must ensure that the Hall is supervised.

# UPHILL VILLAGE VICTORY HALL

If at the end of your hire period you fail to return the key due to loss, you will be liable for the cost of replacing and fitting new locks and the cutting of new keys.

## **9 Payments**

- The hiring of the hall includes heating and light.
- Unless otherwise agreed the hire period is from time of entry until departure and must include setting up and clearing up time.
- Completion of the hire form does not automatically guarantee your booking. This is only an application to hire the premises.
- Unless otherwise agreed booking must be paid for in advance and bookings are not confirmed until full payment is received.
- Please note, the Uphill Village Victory Hall Management Committee (the committee) will check the hall after the event, and if you have broken or damaged anything you will be notified and sent an invoice for replacement and or repairs.
- The committee reserves the right to terminate the booking agreement at any time, without refund of money, especially if the behaviour of any user is considered unacceptable, or if the number of users exceeds the attendance limits.
- If circumstances beyond the control of the committee prevent the availability of the premises, all payments made will be refunded.

**10. The heating** will be pre-set, If however (due to an unexpected cold spell) or the heating is not satisfactory please ring speak to our Booking Secretary.

## **11. Health & Safety**

Only basic first aid facilities are provided, the First Aid boxes are situated in the main and small kitchens.

Please read a copy of our Health and Safety policy attached to main noticeboard or available on request or to download from website.

\* Hirers for commercial events must provide their own Public Liability Insurance.

## **12. Use of the Kitchen**

There is crockery and cutlery available together with kettles. A dishwasher, oven, and hob are available on request for which an additional charge may be made.

Cleaning equipment including brushes and washing up liquid are available in the kitchen and as signposted.

### **Before leaving make sure:**

All kitchen surfaces are clean

Ovens & fridges are empty and clean and Ovens and hobs are turned off

Water Heater and kettles are off

All crockery and cutlery are returned to cupboards

Toilets are left clean and tidy

All bins are emptied. Please take all rubbish home with you at end of hire

# UPHILL VILLAGE VICTORY HALL

All Tables and Chairs are returned where found and all windows and doors are closed and locked

Check every room that has been used and **TURN OFF** all the lights and heating returned to the pre-set temperature

**For Booking Secretary telephone 01935 413408 or email**  
[hall@uphillvillagesociety.org.uk](mailto:hall@uphillvillagesociety.org.uk)

**Please print off and keep as your reference**

UPHILL VILLAGE SOCIETY  
Victory Hall  
Ratified: September 2018  
Review: 2020