Terms and Conditions for Booking Pinvin Memorial Hall

These Terms and Conditions are in addition to the Standard Conditions of Hire which are displayed at the Memorial Hall and are also available on the website: www.pinvinmemorialhall.co.uk. Please read and familiarise yourself with them.

Booking: all bookings are now made via an online booking system available on the website, which also gives hire charges and further information.

Deposit: large events, booked a long time in advance, will be asked to pay a 50% deposit at the time of booking. This will become non-refundable if the event is cancelled less than 6 weeks before the event.

Refundable Damage Deposit: one off hires will be charged a refundable deposit of £100 to cover the costs of repairing any excessive damage incurred during the event (eg damage to wall, floors, doors, windows, kitchen equipment, chairs and tables, staining of carpets). This deposit is in addition to the hire charge, but will be refunded in full if no damage is incurred.

Cancellation: the Management Committee reserves the right to cancel any booking at any time and to rescind a block booking under exceptional circumstances.
If the booking is cancelled with less than 7 days notice the full hire charge will be payable.

Keys: please arrange collection and return with the Booking Clerk.

Licensing/Alcohol: the hall and field are currently not licensed for singing, dancing, live music, showing of films and staging of plays.**The hall is not licensed for the sale of alcohol.**

If alcohol is to be sold at the event it is a legal requirement that a **Temporary Events Notice (TEN)** must be obtained (at a cost of £21) at least 10 working days before the event. Details of how to apply for this are available from the Booking Clerk.

Barbecues and outdoor catering: this is not usually a problem, but please inform the Booking Clerk if you wish to include these at your event.

Bouncy Castles, Marquees and outdoor structures: please inform the Booking Clerk if you would like to put up anything outside the hall. There may be an extra charge for large or multiple structures. It is the hirers responsibility to ensure that any temporary structure is anchored securely, either by themselves or the company providing them.
No liability whatsoever will be accepted by the Management Committee should anything bought to the playing fields, either by the hirer or an external organisation, cause an accident or damage to property.

Indoor Bouncy Castles/inflatables: please inform the Booking Clerk if you wish to put up an indoor bouncy castle.
Max height for bouncy castle is 2.5 m. Floor area of Main Hall is 12.5 X 7.2m.
It is the sole responsibility of the hirer to ensure that such items have had the required safety checks.
No liability whatsoever will be accepted by the Management Committee should the use of inflatables cause an accident or damage to property.

Fireworks: Due to our rural location and out of respect to our fellow villagers we operate a strict **No Fireworks** policy.

Property: if the hirer brings into the Hall any property or items of equipment, with or without permission of the Management Committee or Booking Clerk, these will be the hirer's sole responsibility and no liability whatsoever will be accepted by the Management Committee should any article cause an accident, be lost, damaged or destroyed by any cause.

Electrical Equipment: please note that if faulty electrical equipment brought onto the premises by the hirer causes the power to 'trip', and an electrician has to be called out to re-set the supply, the hirer will be asked to pay the call-out charge.

Parking: the hirer is responsible for supervision of car parking. Do not obstruct the pavement residents' properties, the entrance to the car park or its junction with the road.

Electricity: this is included in the rental charge. Hirers must ensure that all lighting and appliances are switched off before vacating the hall.

Heating: this is included in the hire charge.

WiFi: the password can be obtained from the Booking Clerk.

Decorations: Do not use drawing pins, sticky tape, Blu-tac etc on walls or floor as they damage the surfaces. Do not use foams, sprays or other liquid decorations etc in the building. Any damage to walls or floor will be charged to the hirer.

Chairs and Tables: most of these are kept in the store cupboard in the main hall with some available in the cafe. **Do not drag chairs and tables or other items across the floors.**

Doors and Windows: please ensure that all external doors and windows are fully closed and locked before vacating the Hall. When closing doors with bolts, please ensure that bolts are fully retracted as dragging them can damage floor and sills.

Smoking: is not allowed in any part of the building by law.

Children in the Kitchen: unsupervised children are not allowed in the kitchen.

Cleaning: it is the responsibility of the hirer to leave the Hall in a clean and tidy condition. A charge may be imposed on any group leaving the Hall in an unsuitable condition for the next users. A vacuum, brooms and so on are kept in the store cupboard in the main hall. Any spills should be wiped up with a damp or dry cloth or mop as soon as they occur. Please inform the Booking Clerk of any marks or stains that cannot easily be wiped up.

Disposal of Rubbish: plastic bags are available for use in the kitchen cupboard. All rubbish must be taken away by the hirer.
Please do not leave bags of rubbish by the bins outside as Wychavon District Council will treat this as fly tipping.

Damage and Breakages: please report any damage or breakages to the Booking Clerk immediately. Hirers will be held responsible for any damage to the Hall or its equipment. The cost of repair or replacement will be taken from the refundable deposit (see above). If the deposit does not cover the cost of repairs, an extra charge may be made. Hirers are also responsible for any damage or injury caused by faulty appliances brought onto the premises.

Faulty Equipment: if any equipment is found to be faulty, please report to the Booking Clerk as soon as possible.

Fire Regulations: The maximum capacity is 120 people in the Main Hall and 60 people in the Cafe. All exits are clearly marked, have fire-alarm buttons and must remain clear and accessible at all times. The main entrance door is an emergency exit and must be kept unlocked when the hall is occupied. It is the responsibility of the hirer to appoint fire stewards and to familiarise themselves with exits and alarm points. **In the event of a fire, please leave the premises and call the fire brigade.**

Fire Extinguishers: these should only be used by a competent person in the event of a fire. Irresponsible setting-off of extinguishers will be charged at £50 per item.

Accidents: any accident or incident must be reported promptly and recorded in the accident book located in the kitchen drawer next to the fridge as well as by informing the Chairman of the Village Hall Committee, of the accident or incident, as follows:
Chairman: Karen Boyden–pinvinvillagehall@gmail.com

The following MUST be reported:
• a death or major injury
• an injury which results in someone being unable to work for more than three days
• a work–related disease
• a dangerous occurrence
• any injury which results in a member of the public being taken to hospital.

A **first aid box** is located in the kitchen.

Defibrillator: there is a defibrillator located outside on the front of the hall facing the road. **Always ring 999 first in the event of a suspected heart attack.** The key code to open the box can be obtained when phoning for an ambulance as they should have a record of the code. Once switched on, the defibrillator will issue instructions on how to operate it.

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