

**Standard Terms and Conditions for the regular hire of  
IVER HEATH VILLAGE HALL  
Registered Charity No 300285**

**St. MARGARET'S CLOSE  
IVER HEATH  
BUCKS. SL0 0DA  
07707 202701  
www.iverheathvillagehall.co.uk  
[ihvhbookings@gmail.com](mailto:ihvhbookings@gmail.com)**

<b>Date and times of hire:</b> <b>Day</b> <b>Time</b> <b>Cost</b> <b>Weekly/Monthly</b> <b>All year/School Term only</b>	<b>Person responsible for hire</b> Name Address  Phone Email
<b>Type of event and Approx number of people attending:</b>	
<b>Facilities required – please highlight</b> Main hall Community Room Church room (1 <sup>st</sup> Floor) Stage (Price upon request) Kitchen	<b>Signature</b>     <b>Date</b>
Will alcohol be consumed?    Yes/No	

**Booking.** All applications for the hire of the building must be sent to the Booking Secretary. The person named on the booking form shall be considered the Hirer and subject to the Standard Terms and Conditions of the hall. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation and that they share equal liability. The Hirer must be over 18 years of age. Where there is any doubt as to the age of the person requesting a Period of Hire then a parent or guardian shall be asked to sign the Hiring Agreement and thereby accept responsibility for the hire.

**Capacities.** The maximum number of persons allowed in the building at any one time is 200.

***Minimum charge per booking £11***

Payment by: - cheque payable to Iver Heath Village Hall,  
or BACS transfer Iver Heath Village Hall, account no. 92535501, sort code 09-01-51

**Please add your group/event name as a reference**

**As from 1st January 2024:**

- Hire period is from time of entry until departure with hall tidy - it must include setting up and clearing up time.
- Includes electricity and heating.
- Regular hirers will be invoiced monthly in arrears and all bills must be paid within 21 days of the date of the invoice.
- Evening hirers may be charged £100 per hour or part thereof if their booking goes over the agreed hire time.

**After the event the hirer must ensure the following:**

- All kitchen surfaces are clean and kitchen floor is swept.
- Ovens and fridges are empty and clean.
- Ovens and hobs, water heater and water boiler are turned off.
- All crockery and glasses are returned to cupboards.
- Toilets are left clean and tidy.
- All bins are emptied (the village hall bin is at the end of the car park), and rubbish removed from site.
- All heating is turned off.
- All windows and doors are closed.
- The alarm system is set correctly.
- If the Village Hall is not left in a suitable condition after hire, then the Hall remains the right to charge a cleaning fee of £14 an hour, or part of.

# Iver Heath Village Hall Hire Agreement

## Standard Terms and Conditions of Hire.

Hire Agreements of Iver Heath Village Hall Trust ("the Village Hall") are subject to these Standard Terms and Conditions of Hire.

### 1. Undertaking of the Hirer.

The Hirer undertakes to ensure they understand the Hall Conditions and Policies published on the website for the time being in force.

### 2. Supervision by the Hirer.

The Hirer undertakes to be present, or arrange for sufficient competent representatives to be present, throughout the hiring to ensure the provisions and stipulations contained, or referred to, in the Hall Conditions and any applicable licences are complied with.

### 3 Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:

- Carrying out appropriate risk assessments.
- The number of people using the hall does not exceed the maximum number agreed.
- Supervision of premises, fabric and contents, their care and safety from any damage or change of any sort.
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by others.
- Ensuring that everything is left clean and tidy with rubbish removed at the end of the hire. A bin is provided for rubbish and marked IHVH. The Committee cannot guarantee that there will be room for all of the rubbish generated. Any remaining rubbish must be taken away and not left beside the bin.
- Ensuring that all equipment, chairs, and tables have been correctly returned to storage positions, the premises are cleared of people, and all lights switched off. The building must be secured and alarmed by use of the keys if supplied, unless any facilities or room or public area is still in use by another hirer.
- The behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements, so as to avoid obstruction of the highway or access road.
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure.
- Ensuring that no animals (including birds), except guide dogs are brought into the building, without the written permission of the Village Hall on the occasion of a special event or hire agreed to by the Village Hall.
- Ensuring that NO animals whatsoever enter the kitchen at any time.
- Ensuring that any electrical appliances brought onto the premises and used there shall be certified safe and in good working order, and used in a safe manner, using residual current circuit breakers where appropriate.
- Ensuring that no LPG appliances or highly flammable substances, fireworks or candles are brought onto the premises or grounds without explicit permission of an Officer of the Charity.
- Should the Hirer's, and/or anyone within their party/event, behaviour fall below an acceptable standard (for example rude behaviour or violent gestures) the Hall's admin team reserves the right to cancel any and all bookings which involve that Hirer with no notice or refund. The Hall has a zero-tolerance stance on poor behaviour.

### 4. Use of Premises.

**The Hirer shall not:**

- Sub-hire or use the premises for any purpose other than that described in the hiring agreement.
- Use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.
- Do anything or bring onto the premises anything which may endanger the premises or render invalid

any insurance policies in respect thereof.

- Allow the use of drugs on the premises or allow smoking or vaping in the building.

The hire of the building is for the specific agreed times shown on the booking form and **does not entitle the Hirer to use or enter the premises at any other time. If the Hirer obtains access at other times, the Hirer agrees to pay for any additional hiring fee that the Hall management shall apply at their discretion.**

All music must cease by 11.00 pm, and the Hall must be vacated by 11.30pm .

The entrance hall should be kept clear at all times.

### **Bouncy Castles & Trampolines:**

- The Hirer shall obtain prior permission from the booking secretary before arranging for a bouncy castle or trampoline. The equipment must be hired from a supplier who holds their own insurance to cover the condition of the equipment.
- A bouncy castle must be supervised by a responsible employee/volunteer at all times when in use.

### **Fire procedures:**

The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Hall can escape unimpeded through the Fire Exits and to assemble in the car park. Improper operation of the Fire Alarm or extinguishers will result in the loss of the deposit and/or a charge for recompense. Regular Hirers are obliged to complete at least 1 fire drill in any 12-month period. Fire Doors MUST remain unobstructed at all times. Please refer to fire procedures displayed in the hall.

### **The stage:**

- The stage must only be used if it has been hired and in accordance with due regard to safety procedures
- If the stage has not been hired, then Hirers are responsible for ensuring that persons do not go on the stage. If Hirers are found to be using or accessing any part of the stage without permission, the Hirer agrees to pay an additional fee that the Hall management shall apply at their discretion.
- The spotlights, lights, and any other equipment (such as costumes etc) on the stage are the property of Iver Heath Drama Club and are not included in the hire agreement. Any hirer wishing to use them must seek the authority of Iver Heath Drama Club.

### **5. Authority required by the Premises Licence to supply alcohol or to provide public entertainment**

Under no circumstances may alcohol be sold on the premises without the specific written authority of the Village Hall under the Premises Licence. The Village Hall will require that the Hirer shall be responsible for obtaining a Temporary Event Licence, but no Hirer may seek such a licence without the consent of the Village Hall.

### **6. Compliance with The Children Act of 1989 and Safeguarding.**

The Hirer shall ensure that any activities for children and vulnerable adults comply with the provisions of The Children Act of 1989 and any relevant Safeguarding legislation that only fit and proper persons have access to the children.

### **7. Compliance with other relevant legislation.**

The Hirer shall ensure that the users:

- Do not contravene the law relating to gaming, betting, and lotteries.
- Do not infringe any copyright or performing rights.
- Comply with all conditions and regulations required by law, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises. A breach of this may lead to prosecution by Buckinghamshire Council.

### **8. Indemnity.**

The Hirer shall indemnify and keep indemnified each member of the Village Hall Management Committee and the Village Hall's employees, volunteers, agents, and invitees against: -

- (a) The cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises, and
- (b) Against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
- (c) All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the premises (including the storage of equipment) by the Hirer as directed by the Village Hall, **the Hirer shall** make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.

**9. Insurance.**

The Village Hall is insured against any claims arising out of its own negligence and its public liability cover extends to cover non-profit making, i.e., non-commercial hirers. Any hirers open to the public or non-members of guests are not covered by the terms of our insurance policy, and the named hirer accepts liability for ensuring their hire is insured and safe.

**10. Accidents and Dangerous Occurrences.**

**The Hirer must** report all accidents involving injury to the public to an authorised representative of the Village Hall as soon as possible and complete the relevant section in the Village Hall's Accident Book. Any failure of, or damage to, equipment, fixtures and fittings belonging to the Village Hall must be reported as soon as possible.

**11. Stored equipment.**

The Village Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The Village Hall may dispose of or take ownership of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

**12. No alterations.**

No alterations or additions may be made to the premises, nor may any fixtures be installed (or placards, decorations, or other articles) be attached in any way to any part of the premises without the prior written approval of the Village Hall. Any alteration, fixture or fitting, or attachment, so approved shall, at the discretion of the Village Hall remain in the premises at the end of the hiring and become the property of the Village Hall or be removed by the Hirer. The Hirer must make good to the satisfaction of the Village Hall any damage caused to the premises by such removal.

**13. Cancellation by the Hirer.**

<b>Less than 24 hours' notice</b>	<b>100% charge of total booking applies</b>
<b>24-96 hours' notice</b>	<b>50% charge of total booking applies</b>
<b>More than 96 hours' notice (4 days)</b>	<b>No charge, however in the event of multiple late cancellations the Village Hall admin team will start to apply a £10 admin fee each time due to work involved</b>

The Village Hall shall not be liable for any resulting direct or indirect loss or damages whatsoever.

**14. Cancellation by the Village Hall.**

The Village Hall reserves the right to cancel or amend a hiring in the event of the Premises being required for a special hiring or use as a Polling Station.

The Village Hall may also cancel a hiring if they reasonably consider that:

- Such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements.
- Unlawful or unsuitable activities may take place at the premises as a result of the hiring, or
- The premises have become unfit for the use intended by the Hirer.
- The hirer is in breach of the terms and conditions.

The Village Hall shall not be liable for any resulting direct or indirect loss or damages whatsoever.

**15. WiFi.**

WiFi is provided 'as seen'. Whilst we endeavour to provide a good connection we cannot guarantee it, nor can we guarantee connection speeds. Hirers are responsible for any content they, or their party/users' access.

**16. Keys.**

The Village Hall admin team, at their discretion, will give a set of keys to regular hirers to grant them access as per their bookings. At the end of their tenancy (when a Hirer is no longer using the Hall) the Hirer is required to return their keys within 30 days of their last booking. The Hirer can either pass these to one of the Village Hall admin team or can place these in the Village Hall post box in an envelope with their name and details included. Failure to return these keys within the 21 days will be subject to £50 admin fee that must be payable within 30 days. Hirers may also be liable for subsequent fees should replacement keys and/or locks be required.

Reviewed January 2024