

# Alberbury Village Hall – Terms and Conditions of Hire

## 1. Hirer Responsibility

The Hirer must be at least 18 years of age and must be present, in charge, and responsible for the premises at all times during the hire.

The Hirer is responsible for supervision of the premises, including fabric, contents, car parking, behaviour of persons, and proper use of facilities.

## 2. Use of Premises

The premises must only be used for the purpose agreed at the time of booking.

The Hirer must not sub-hire, permit unlawful or unsuitable use, or do anything to invalidate the Hall's insurance.

Vehicles are parked at the owner's risk, but the Hirer must supervise parking to avoid obstruction of the highway.

## 3. Decorations and Alterations

No Blu-tack, pins, tape, nails, screws or similar materials may be used on walls or surfaces.

No alterations to the building are permitted without prior written consent.

Decorations must be kept clear of heaters and light fittings.

## 4. Cleaning and Waste

The Hirer shall leave the Hall and surrounding area clean and tidy, returning furniture to its original position.

All rubbish must be removed from the premises; there is no disposal facility on site.

Third-party suppliers must collect all goods and equipment within the hire period.

## 5. Equipment and Electrical Safety

All electrical appliances brought into the Hall must be safe and used in accordance with the Electricity at Work Regulations 1989.

Portable appliances may require Portable Appliance Testing (PAT).

Residual Current Devices (RCDs) provided by the Hall must be used.

## 6. Fire Safety

The Hirer must check that all fire exits are unlocked and unobstructed, escape routes are clear, and emergency lighting is functioning.

Fire doors must not be wedged open and must remain closed.

The Hirer must ensure attendees are briefed on exit routes, fire assembly point (Hall car park), and location of fire equipment and first-aid box.

In the event of fire, the Hall must be evacuated, the Fire Service called.

## 7. Public Safety and Behaviour

The Hirer must ensure no nuisance or disturbance to neighbours.

The Hirer shall prevent excessive noise on arrival/departure and manage any disorderly behaviour.

No illegal drugs may be brought onto the premises.

Smoking is not permitted inside the Hall. Smokers must stand at least 3 metres from doors, windows, and ventilation points and dispose of cigarette ends responsibly.

## 8. Animals

No animals are permitted inside the Hall, except guide and assistance dogs.

Animals are not permitted in the kitchen at any time.

## 9. Alcohol, Licences, and Entertainment

The Hall does not hold an alcohol licence. If alcohol is to be sold, the Hirer must obtain a Temporary Event Notice (TEN) from Shropshire Council.

The Hirer is responsible for ensuring compliance with licensing laws.

When showing films, the Hirer must comply with copyright law and the British Board of Film Classification (BBFC) age restrictions.

If music is played, the Hirer must ensure PRS/PPL licences are in place as required.

## 10. Children and Safeguarding

The Hirer must comply with relevant legislation relating to children and vulnerable adults.

It is the responsibility of the Hirer, where activities involve children under 8 or vulnerable adults, only fit and proper persons may be engaged and appropriate checks carried out.

## 11. Martyn's Law – Events of 120 attendees or more

Hirers are responsible for ensuring the safety and security of their event in accordance with the forthcoming Martyn's Law (Terrorism (Protection of Premises) Bill). In particular:

1. **Events of 120 attendees or more** – Hirers must put in place proportionate measures to reduce risks, including:
  - Identifying potential risks and how they would respond to an incident.
  - Briefing helpers/volunteers on emergency exits, assembly points and how to raise the alarm.
  - Ensuring emergency routes are kept clear at all times.

2. **Emergency Assembly Point** – In the event of an evacuation, all attendees must be directed to the designated assembly point in the Village Hall car park.
3. **Suspicious Activity** – Hirers and attendees must remain vigilant and report any suspicious behaviour or items immediately to the emergency services (call 999).
4. **Responsibility** – The Hall Committee provides general safety equipment (e.g. fire extinguishers, first aid kit, marked exits). However, the Hirer is ultimately responsible for the safety of all attendees during their hire period.

## 12. Accidents and Insurance

All serious incidents and accidents involving the public to be recorded in the Hall Accident Book for best practice and inform the Committee.

Any damage, equipment failure, or hazards must be reported immediately to the Committee.

The Hirer is responsible for damage or loss arising from their hire, including third-party claims, except where due to the Hall Committee's negligence.

The Hall is insured for its own liabilities; Hirers are advised to consider their own liability insurance.

### 13. Stored Property

All property must be removed at the end of the hire unless prior written consent is obtained.

### 14. Prohibited Items

No barbecues or highly flammable substances are allowed on the premises.

Portable LPG heaters or similar equipment are not permitted.

### 15. Fly-Posting and Sales

Fly-posting is strictly prohibited; the Hirer shall indemnify the Hall against any fines or claims arising.

The Hall encourages the use of **official noticeboards** and our **website/social channels** with written permission from the Committee.

If goods are sold, the Hirer must comply with Fair Trading laws, ensuring prices are clear and honest.

### 16. Cancellations

If the Hirer cancels:

- 4 weeks or more before the event – no charge.
- 1–4 weeks before the event – 50% of the hire fee.
- Less than 1 week – 100% of the hire fee.

If the Hall cancels due to polling, legal/licensing concerns, unfitness of the premises, emergency use (e.g., shelter), or charitable priority, hire fees will be refunded in full but no further liability will be accepted.