



WOODHURST VILLAGE
HALL
CONDITIONS OF HIRE

REVISED 15TH DECEMBER 2025

Woodhurst Village Hall
Management Committee

woodhurstvh@gmail.com

These conditions apply to the hire of Woodhurst Village Hall.

If the Hirer is in any doubt as to the meaning of any of the following conditions, please consult the Letting Officer for clarification (Tel: 07956 340157).

1. Age

- I. The Hirer, not being a person under 18 years of age, hereby accepts responsibility for always overseeing and being on the premises when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.
- II. There must always be at least one person over the age of 21 present in the village hall whenever anyone under 18 is on the premises during the hire period.

2. Supervision

- I. The Hirer shall, during the period of the hiring, be responsible for:
 - (i) supervision of the premises, the fabric and the contents.
 - (ii) their care, safety from damage however slight or change of any sort; and
 - (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.

As directed by committee, 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.

3. Use of premises

- I. The Hirer shall not use the premises (including the car park) for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission from the committee Management Committee.
- II. The Hirer should ask the Lettings Officer regarding suitable fixings if notices or decorations are required to be put up.

- III. Do not fix decorations near light fittings or heaters. The hirer must remove any decorations and all associated materials before they leave.
- IV. The use of glitter, smoke machines, fog machines or any naked flames is prohibited

4. Availability of Premises

- I. If there is no prior booking and at the discretion of the Lettings Officer, additional time for event preparation and cleaning time may be granted before and after the time of the hire period. Otherwise, the hirer must include all necessary preparation and cleaning time in the hire period they book.
- II. Heaters must not be turned on more than 1 hour before the agreed hire period.

5. Keys

- I. The Hirer shall be responsible for all the keys provided to them via access to the keysafe.
- II. Access to the kitchen may be restricted and the kitchen keysafe code will only be provided as required.
- III. keys must not be copied,
- IV. keys must not be provided to third parties,
- V. if any keys are lost, the loss should be immediately reported to the Lettings Officer
- VI. In the event of such loss, the Hirer will be responsible for the cost of replacement including changing of locks if necessary.
- VII. If the hall is left unlocked at the end of the hire, a charge may be incurred, and the hirer may be liable for any losses incurred.

6. Health & Safety, Hygiene, Fire Safety and Safeguarding

- I. It is the intention of the committee to comply with all Health and Safety, Health and Hygiene, Fire Safety and Safeguarding Vulnerable Persons legislation and to act positively where it can reasonably do so to prevent injury, ill health, harm or any danger arising from its activities and operations. Hirers, users, invitees and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

7. Public safety compliance

- I. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Woodhurst Village Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. The hirer shall also comply with the Woodhurst Village Hall's health and safety policy.
- II. The Hirer acknowledges that they have received instruction in the following matters:
 - i. The action to be taken in the event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - ii. The location and use of fire equipment (locations are shown on the notice board in the hall).
 - iii. Escape routes and the need to keep them clear.
 - iv. Method of operation of escape door fastenings.
 - v. Location of the First Aid Box in the kitchen and behind the bar
- III. In advance of an entertainment or play the Hirer shall check the following items:
 - i. That all fire exits are unlocked and panic bolts in good working order.
 - ii. That all escape routes are free of obstruction and can be safely used.
 - iii. That any internal fire doors are not wedged open.
 - iv. That exit signs are illuminated (middle switch of three by main entrance)
 - v. That there are no obvious fire hazards on the premises. Naked flames are NOT allowed.
- IV. The hall capacity shall be limited to 70 persons for a seated event, or maximum of 100 persons for a standing event.

8. Means of escape

- I. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
- II. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
- III. Fire exit lights are controlled by the middle switch of the triple switch by the main entrance and should be switched on at all times while the building is occupied.

9. Outbreaks of fire

- I. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Lettings Officer.
- II. In the event of a fire, all occupants should evacuate in a calm manner and congregate in St Johns Close, while allowing access to the hall for any emergency services.

10. Food, health and hygiene

- I. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.
- II. No foodstuffs should be left in the hall or in the refrigerator at the end of the hire period,

11. Electrical appliance safety

- I. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be, where possible Portable Appliance Test (PAT) compliant, safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

12. Insurance and indemnity

- I. The Hirer shall be liable for:
 - i. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
 - ii. the costs arising from accidental and malicious loss or damage and for loss or damage arising out of the Hirer's negligence done to the Wi-Fi equipment and service
 - iii. all claims, losses, damages and costs made against or incurred by the committee in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) and the use of the Wi-Fi equipment and service by the Hirer, and

- iv. all claims, losses, damages and costs made against or incurred by the committee as a result of any nuisance caused to a third party as a result of the use of the premises and/or use of Wi-Fi equipment and service by the Hirer, and subject to sub-clause (b) the Hirer shall indemnify and keep indemnified accordingly the committee against such liabilities.
- II. the committee shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. the committee shall claim on its insurance for any liability of the Hirer hereunder, but the Hirer shall indemnify and keep indemnified the committee against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.
- III. Where the committee does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the committee Lettings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Lettings Officer to rehire the premises to another hirer. The committee is insured against any claims arising out of its own negligence.

13. Accidents and dangerous occurrences

- I. The Hirer must report all accidents involving injury to the public to the committee Lettings Office as soon as possible and complete the relevant section in the Woodhurst Village Hall's accident book (found in the tall kitchen cupboard)
- II. Any failure of equipment belonging to the committee or brought in by the Hirer must also be reported as soon as possible.

14. Explosives and flammable substances

The hirer shall ensure that:

- i. Highly flammable substances are not brought into, or used in any part of the premises and that
- ii. No decorations shall be erected without the consent of the management committee.
- iii. No flammable decorations are to be put up near light fittings or heaters.

15. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the

premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

16. Animals

The Hirer shall ensure that Guide Dogs, Hearing Dogs, Assistance Dogs and their owners are allowed on the premises. No other animals (including birds) shall be brought into the premises, other than for a special event agreed to by the Woodhurst Village Hall. No animals whatsoever are to enter the kitchen at any time.

17. Smoking

- I. The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.
- II. The Hirer must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in the waste-bins so marked so as not to cause a fire. In addition to being a no-smoking facility, the use of electronic cigarettes is also prohibited.

18. Safeguarding children, young people and adults at risk

- I. The Hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.
- II. When requested, the Hirer must provide the committee with a copy of the Hirer's Safeguarding Policy and evidence that the Hirer has carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

19. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified the committee against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

20. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

21. Wi-Fi Services

When using Wi-Fi equipment and services, the Hirer must always agree to be bound by the following provisions:

- I. not to use the Wi-Fi service for any for the following purposes:
 - i. disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws.
 - ii. transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice.
 - iii. interfering with any other person's use or enjoyment of the Wi-Fi service;
or
 - iv. making, transmitting or storing electronic copies of material protected by copyright without permission of the owner.
- II. to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

22. Availability of Wi-Fi Services

- I. Although the committee aims to offer the best Wi-Fi service possible, it makes no promise that the Wi-Fi service will meet the Hirer's requirements. It cannot guarantee that the Wi-Fi service will always be fault-free or accessible.
- II. It is the Hirer's responsibility to ensure that any Wi-Fi enabled device used is compatible with the Wi-Fi service and is switched on. The availability and performance of the Wi-Fi service is subject to all memory, storage and any other limitations in the Hirer's device(s). The Wi-Fi service is only available to your device(s) when they are within the operating range of the main hall.
- III. Woodhurst Village Hall Committee is not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or

performance issues with the Wi-Fi service or wireless communications networks generally.

- IV. Woodhurst Village Hall may impose usage, or service limits, suspend service, or block certain kinds of usage in its sole discretion, to protect other users of the Wi-Fi service. Network speed is no indication of the speed at which Wi-Fi enabled devices or the Wi-Fi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

23. Privacy and Data Protection

The committee may store the details of all hirers for up to one year after the end of any hire period

24. Noise

- I. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
- II. The Hirer shall, if using sound amplification equipment, should inform the letting officer at the time of hire and comply with any other licensing condition for the premises.

25. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries without written permission from the management committee, subject to clause 26 below.

26. Licensable activities

If licences are required in respect of any activity in Woodhurst Village Hall the Hirer should ensure that they hold the relevant licence, or that Woodhurst Village Hall holds it.

27. Third party entertainment

The Hirer will ensure that any entertainer booked holds the necessary insurances, licences and permits required.

28. Music Copyright Licensing

The Hirer must ensure that the committee holds the relevant licenses under the Performing Rights Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate the Hirer holds such licence(s).

29. Music

The Hirer must have written permission for the performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

30. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film shows. The Deregulation Act 2015 requires the Hirer to have written permission to show a film. This Agreement confers the required permission on the Hirer.

31. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature shall not be given.

32. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour:

- (i) No one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs, or who is behaving in a violent or disorderly way shall be asked to leave the premises.

33. Cancellation

- I. If the Hirer wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of payment

of the hire fee if not yet paid or repayment of the hire fee if already paid shall be at the discretion of the committee management committee.

- II. The committee reserves the right to cancel this hiring by written notice to the Hirer in the event of:
 - i. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
 - ii. the committee reasonably considering that
 1. such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 2. unlawful or unsuitable activities will take place at the premises as a result of this hiring
 - iii. the premises becoming unfit for the use intended by the Hirer
 - iv. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

34. End of hire

- I. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge.
- II. The Hirer shall ensure that all rubbish and waste material is bagged and tied, removed from the premises and disposed of legally

35. Stored equipment

- I. The committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.
- II. the committee may, using its discretion, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any

costs incurred in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- i. Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- ii. Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring.

36. No alterations

- I. 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 committee Lettings Officer.
- II. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the committee remain in the premises at the end of the hiring.
- III. It will become the property of the committee unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage is caused to the premises by such removal.

37. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

38. Charges

- I. The latest charges are available from the letting officer.
- II. At the discretion of the committee, discounts and surcharges may be applied for one or more of the following reasons
 - i. Discounts
 1. Woodhurst Residency
 2. Block Booking
 3. Weekday bookings
 - ii. Surcharges
 1. Winter heating usage (October to April)
 2. Kitchen usage
- III. In general, community events, which are free at the point of entry and that are open to all Woodhurst residents will not be charged, but the committee reserves the right to charge a small fee to cover heating etc.

- IV. A refundable damage deposit of £100 may be invoiced in advance of any hiring at the discretion of the committee.
- V. Any damages for which the hirer is responsible will be itemised in full and any remaining deposit will be returned to the hirer
- VI. The committee reserves the right to issue further invoices for any damages which are more than the deposit.

39. Disputes

Any dispute on the hiring, use or damage of the property during a period of hire shall be determined by the Village Hall Management Committee.

If agreement cannot be reached with the Hirer the matter shall be determined by Woodhurst Parish Council as holding trustees (Council disclosure rules will apply).