

Thank you for your custom, by continuing with this booking, you are confirming that you have read and understood the Terms and Conditions as set out below. Also below are the details of how to make payment. For any queries contact Sandie Millar on 01535 275796 / 07810 702704.

Cullingworth Village Hall Management Committee Ltd

Terms and Conditions of Hire

Deposit and Payment of Hire Fee

A damages/cleaning deposit of 50% of the hire charge or £30 (whichever is greater) is required immediately in order to confirm any booking. This is in addition to the cost of the hire, but will be refunded provided that there is no damage to the property or extra cleaning to be done after the event. Should the event be cancelled by the hirer within 4 weeks of the booking date, some or all of the deposit will be withheld. The hire charge MUST be paid in full at least 4 weeks before your booked event. Failure to do so will result in both the cancellation of the booking and the withholding of the deposit.

Applications

Applications will not be accepted more than 12 months in advance. The Village Hall Committee reserves the right to decline an application. Persons wishing to hire the hall must be over the age of 21.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

Supervision

The hirer will, during the period of hire, be responsible for supervision of the premises, the fabric and the contents and for the behaviour of all persons using the premises whatever their capacity.

The hirer agrees to be present on the premises at all times when the public are present and to ensure that all conditions of the Premises Licence relating to the management and supervision of the premises are met.

Use of Premises

The hirer shall not use the premises 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 purposes 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.

No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles attached in any way to

any part of the premises without the written approval of the Village Hall Committee. Any such fixtures, decorations or other articles shall be removed at the end of the hiring and any damage reinstated.

Capacity

The total number of people on the premises shall not exceed 120 seated at tables or 210 seated in rows for specific performances.

Noise

The hirer must take all reasonable steps to minimise noise, remaining inside the hall for the duration of the event and ensuring that minimum noise is made on departure. The fire doors are only to be used in an emergency. Evening bookings must not open the windows, they should use the air conditioning system if necessary.

Health and Hygiene

The hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.

Alcohol

In addition to the following, please refer to our dedicated Alcohol Policy. If the hirer wishes to supply alcohol during their event, plans must be discussed with the Management Committee. If the hirer wishes to sell alcohol, it may be necessary for him/her to apply for a Temporary Event Notice (TEN) from Bradford Council in advance of the event.

If the hirer provides alcohol to be given to guests completely free of charge, then no licence is required.

In **all** cases, the hirer is responsible for:

- ensuring that no alcohol is given or sold to any person under the age of 18 years - if in doubt, proof of age must be obtained.
- ensuring that no alcohol is given or sold to any person who is drunk or disorderly.
- ensuring that a copy of our Alcohol Policy, the 'Be aware' poster, along with the TEN, if applicable, is displayed throughout the booking period.

Unannounced checks may be carried out by a member of the Management Committee at any time during the hire period.

Failure to adhere to these conditions will result in the immediate cessation of the booking and the retention of any monies paid.

Electrical Appliance Safety

The hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.

Accidents and Dangerous Occurrences

The hirer must report all accidents involving injury to the public to a member of the Committee as soon as possible. Any failure of equipment belonging to the hall must also be reported as soon as possible.

Safeguarding Children and Vulnerable Adults

Children must be supervised at all times. Clubs and societies must have a children and vulnerable adults safeguarding policy and appropriate DBS

checks, which from time to time, you may be required to produce for inspection by the Management Committee.

Smoking

Cullingworth Village Hall and its grounds are a no smoking area. Smoking or the use of e-cigarettes are not allowed within or around the building.

The Stage

The use of the staging must be agreed when booking the hall. The staging can be erected/dismantled by Village Hall staff for an additional charge. Alternatively, by prior agreement with the Management Committee, and following specific instruction, a person nominated by the hirer may erect/dismantle the staging. The hirer will be responsible for ensuring the safe use and the care and maintenance of the staging throughout the period of hire.

Stored Equipment and Goods

The Village Hall 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. No equipment and property shall be stored in the hall without the permission of the committee and must be insured by the user. A copy of such insurance should be sent to the committee.

Indemnity

The hirer shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.

For events open to the public the hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the village hall. (The Village Hall is insured against any claims arising out of its own negligence).

Cancellation by Hirer

If the hirer wishes to cancel the booking less than four weeks before the date of the event, some or all of the deposit will be withheld.

Cancellation for Elections

The committee reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station, in which case the hirer shall be entitled to a refund of any deposit already paid.

Hall Unfit for Use

In the event of the hall or any part thereof being rendered unfit for use for which it has been hired for reasons beyond the control of the Village Hall Committee, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever beyond a refund of any deposit already paid.

Termination of Hire

The Committee or its representatives reserves the right to cancel the hiring agreement at any time, or to prohibit the continuance of an event, if it considers that the hirer has failed to comply with any of the Conditions of Hire

or the hiring results or would result in breach of legal or statutory requirements. In such circumstances the hirer shall forfeit the whole of the fees paid for the hire, and the hall committee shall not be liable for any payment in respect of any actual or presumed loss of profit or any other cause.

End of Hire

At the end of each hiring the hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition ready for the next user. Lights and appliances should be turned off and any chairs and tables replaced in their designated position. General rubbish is to be placed into black bin liners, any recyclable items are to be packed into white bin liners and all bags left outside the kitchen door. Bin liners can be found under the kitchen sink. Failure to comply with the End of Hire requirements may result in the loss of all or part of the deposit.

No Rights

The hiring agreement constitutes a permission to use the premises for the period of the hiring and carries no tenancy or other right of occupation.

WiFi

The password for WiFi is changed frequently and is available on request at the beginning of the hire period. Anyone using the Village Hall guest WiFi must agree to the terms and conditions as detailed on our website.

Payment can be made directly to our Bank Account:

**Cullingworth Village Hall Ltd
NatWest, Keighley Branch 53 61 30
Account Number 64852628**

or by cash/cheque made payable to Cullingworth Village Hall M C Ltd and forwarded to the treasurer:

**Ms Janice Stephenson
18 The Paddock
Cullingworth
Bradford
BD13 5AF**

Registered Office: Cullingworth Village Hall, Lodge Street, Cullingworth, Bradford, West Yorkshire, BD13 5HB

Director (Chair): Janet Toner – Tel: 01535 273447

Director (Treasurer): Janice Stephenson - Tel: 07956 069751

Director (Bookings): Sandie Millar – Tel 01535 275796 / 07810 702704