

**Caerwent Village Hall
Terms & Conditions of Hire**

These Terms & Conditions apply to all persons (hereafter referred to as the 'Hirer') hiring Caerwent Village Hall (hereafter referred to as the 'Hall'). If there is any doubt as to the meaning of the terms and conditions set out in this document then a member of the Caerwent Playing Fields Association Ltd (hereafter referred to as "CPFA") should be consulted prior to the Period of Hire.

The Period of Hire is defined as the date & time described on the Hiring Agreement or the time that the Hirer is actually in occupation of the Hall, whichever is the longer period.

1) Responsibility

The Hirer shall, during the Period of Hire, be responsible for:

- It is a condition of hire that a booking form is completed by the intended hirer. If no booking form is received either in hard copy or electronically via the website, the CPFA have the right to cancel the booking at any time.
- Full payment for hire must be received within 5 days of the booking being taken. All bookings will be allocated a booking reference number. This number must be quoted in all communications.
- Cancellation of the proposed hire will incur the cancellation costs as detailed within the Cancellation section.
- Guests will confine themselves to inside the Village Hall unless there is a prior arrangement made with the committee
- Supervision of those other persons within the premises including underage or minors where the consumption of alcohol could occur.
- The fabric and contents of the Hall including the cleansing and disposal of rubbish on completion of the hire period.
- Ensuring that car parking does not obstruct any right of way
- Returning all tables and chairs to the storage area and stacked neatly.
- All crockery, cutlery and glasses used should be washed, dried and returned to the cupboards after use. (washing up detergent can be found in the kitchen)
- Ensuring the hall clean at the end of the hire period. The floor is swept and if necessary mopped. The cleaning cupboard is located on the right hand side of the steps leading to the bar area.
- Rubbish must be placed into black bin liners and disposed of in the wheeled bin outside the hall.
- Ensuring that a check is made of all windows and doors to ensure they are secure and locked before leaving the hall following your hire period.
- Ensuring lights within the hall are turned off prior to leaving the hall
- The alarm is set on leaving the premises

The Hirer is responsible for any cost incurred by the "CPFA" to rectify any damage (including accidental damage) to the premises and/or fixtures, fittings & contents or any theft or loss of fixtures, fittings & contents.

Damages or breakages which occur during the hire period must be reported to the "CPFA" immediately via the website or in writing.

2) Cancellation

The hirer agrees to the following cancellation refund policy in the event of the Period of Hire having to be cancelled

Cancellation within 7 days of event	no refund
Cancellation within 4 weeks of event	25% refund
Cancellation within 8 weeks of event	50% refund
Cancellation 12 weeks or more before event	75% refund

Refunds will be issued by cheque within 30 days of cancellation notification

3) Use of the Hall

The Hirer shall only use the Hall for the purpose as described in the Hiring Agreement and shall not allow any other activity to take place.

The Hirer shall not sub-let the Hall.

The Hirer shall not allow the premises to be used for any unlawful purpose or in any unlawful way and shall not do or allow anything in to the Hall that may endanger or invalidate the insurance policies of the Hall.

Where it is identified that the hirer of the Village Hall facilities has not complied with these conditions and the CPFA deem it necessary they will be entitled to impose an immediate cancellation of the booking and ejection from the Village Hall. There will be no refund of payment considered.

4) Age of Hirer

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.

5) Licences

If the Hirer undertakes any activity during the Period of Hire that requires a license then it is the Hirers responsibility to ensure that either the Hall already has an appropriate license in place or that such a license is obtained prior to the Period of Hire.

The Village Hall has a music licence until 11:45 pm. Please ensure this requirement is adhered too
The provision of a bar within the Village Hall is covered by the licence held by the Coach and Horses public house. Therefore any function where it is intended to sell alcohol must firstly liaise with the Coach and Horses.

6) Health & Hygiene

Smoking is not permitted in any areas within the Village Hall. If you smoke outside the hall please ensure that cigarette ends are not disposed of on the floor.

The Hirer shall, if preparing, serving and/or selling food, observe all relevant food hygiene legislation. In particular all dairy products, vegetables, meat and cold pre-cooked rice must be refrigerated and stored in compliance with the appropriate regulations. It is the responsibility of the Hirer to ensure that any refrigerator within the Hall is operating at the correct temperature if it is used.

7) Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect to:

- The Local Authority
- The Fire Authority
- The Licensing Authority

Particularly in connection with any event which constitute regulated entertainment, when alcohol is being provided or when children are in attendance.

At the start of any Period of Hire the Hirer shall check the following:

- That all fire exits are unlocked and panic bolts are in good working order
- That all escape routes are free of obstruction and can be used safely
- That any fire doors are not wedged open
- That there are no obvious fire hazards

The Hirer is responsible for the following:

- To ensure that the Hall is evacuated and the Fire Service is called in the event of any fire
- That the location and use of all fire equipment has been identified
- To ensure that the means of escape from the Hall are free from obstruction and immediately available for instant free exit

The Hirer is also responsible for notifying the CPFA of:

- Any occasion that the Fire Service, Police or Ambulance is called to the Hall, irrespective of whether an emergency took place
- Any occasion that the fire equipment in the Hall is used, irrespective of whether an emergency took place. This is particularly important with regards to fire extinguishers
- Any accident involving injury – which shall also be entered into the Hall's accident book. In certain instances this may also need to be reported to the Local Authority in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- Any failure of any equipment within the Hall

8) Prices

The Hirer shall be aware of the following:

- You will be advised of a price for the hire at the time of your booking request. Prices are published on the website and are subject to change at any time. Once you have made payment you will not be required to pay any increases implemented after your confirmation.
- Applications for 18th or 21st Birthday party request will need to be considered on an individual basis by the Committee. Strict conditions will apply if permission is granted for these to take place including a declaration of responsible adults being present. A large cash bond will be required for these bookings which will be refundable should the event proceed incident free

9) General

Please take note of the following requests by the CPFA:

- The Playing Fields Committee request that you consider the local residents many who are elderly and ask that you ensure your guests leave the hall in a quiet fashion.
- The outside light is set on a timer to ensure there is light for those locking the doors. This is activated using the button just inside the front door.
- Switches for lighting in the hall are situated on the stage and are clearly labelled. Lighting for the bar area is located near the steps to the bar
- Keys can be picked up from the Coach and Horses and must be returned to the Coach and Horses immediately after your function. Please note that if payment has not been received in accordance with these terms and conditions then the keys will not be released.