CONDITIONS OF HIRE & INFORMATION FOR REGULAR HIRERS - LARGE HALL

GENERAL INFORMATION

The Hall is managed on behalf of Sunningdale Village Hall Board of Trustees by Chelsea Willetts, the Operations & Bookings Manager and Maria Crawford-Smith, the Hall General Manager.

Chelsea can be contacted by email: chelsea.willetts@svhcommunity.co.uk or by phone: 07366 300574

The address is: Sunningdale Village Hall, Church Road Sunningdale, Berkshire, SL5 0NJ.

KEY POINTS FOR REGULAR HIRERS

1. These terms apply to all **Regular Hirers** of the hall facilities. A "Regular Hirer" is defined as any individual, group, or organization that blocks a recurring slot of **at least 1 hour every week**, either on a **term-time** or **all-year-round** basis.

2. **Annual Scheduling & Advance Bookings**

December Calendar Roll-Over: Each December, the full schedule for the upcoming calendar year will automatically be added to the online calendar to secure your regular slot.

Known Cancellations: Hirers must provide a list of any known dates they cannot use (e.g., specific holidays or school closures) in advance before the December roll-over.

3. Sunningdale Village Hall is available for hire year-round including Public Holidays (apart from Christmas Day, Boxing Day and Easter Sunday when the Hall is closed) and Regular Hirers can hold classes on Public Holidays if they so wish.

Automatic Inclusions: Bank holidays falling on your scheduled day will be automatically added to your booking calendar and invoiced as standard, unless you advise otherwise prior to the December roll-over.

Bank Holiday Cancellations: If you decide at a later date that you do not intend to use the facility on a Bank Holiday, you must provide a minimum of **3 months' written notice** to cancel the session without charge. Failure to do so will result in full session fees being applied.

4. **Session Cancellations & Charges**

Standard Cancellations: To cancel or change an individual scheduled session, the Hirer must provide a minimum of **4 weeks' written notice** to the bookings and operations manager.

Late Notice Fees: If less than 4 weeks' written notice is given for any reason, the full payment for that session remains strictly due and non-refundable.

5. From time-to-time Sunningdale Village Hall Management may cancel a booking without notice in the event of any security alert or emergency or any other reason or cause outside the control of Management. In the event of any booking being cancelled by Management any fees paid by the Regular Hirer will be refunded or credited against future bookings but the Management shall not be liable or required to pay compensation for any loss sustained as a result of or in any way arising out of the cancellation of the booking

6. Regular Hirers are responsible for making adequate arrangements to insure against any third-party claims which may fall against the hirer or his/her organisation whilst using the premises. These include having Public Liability and Professional Indemnity insurance – copies of up-to-date certificates, along with details of coaching qualifications, must be provided to chelsea.willetts@svhcommunity.co.uk

7. Regular Hirers working with children, young people or vulnerable adults must provide the Trustees with copies of their Safeguarding Policy and a current DBS (Disclosure and Barring Service) certificate. It is recommended that the DBS Update Service is used to ensure DBS certificates are up to date. Copies of up-to-date certificates must be provided to chelsea.willetts@svhcommunity.co.uk

8. Please familiarise yourself and your clients with the fire regulations for the building and the location of fire protection equipment and fire escape routes. Do not restrict the fire escape routes. In the event of an outbreak of fire your first action, in addition to ensuring everyone attending your class has exited the building safely, must be to call the Fire Brigade.

9. Setting up and clearing away time is included within the time stated on your booking form. If you have not made provision for this you may not gain access to the building in time to set up your class as you wish or you may impact on the booking following yours. It is Sunningdale Village Hall policy to leave a gap of 15 minutes between bookings.

10. Please note that the Standard Conditions of Hire for all Hirers also apply – see below.

STANDARD CONDITIONS OF HIRE FOR ALL HIRERS

For the purpose of these conditions the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

The hirer shall not be a person under the age of 21 years of age.

The Trustees reserve the right to refuse any bookings which are not in accordance with these conditions of hire.

1. **General**

1.1. The hirer acknowledges that no tenancy is intended to be created between the Trustees and the hirer and no relationship of landlord and tenant exists between them.

1.2. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, or bring into the premises anything which may endanger the premises, their users, or insurance policies relating thereto.

1.3. Smoking, including the use of e-cigarettes ('vapes'), is not permitted anywhere on the premises or in the car park.

1.4. The right is reserved for a representative of the Trustees to enter the building at any time.

1.5. Acceptance of a booking implies only the use of the particular area of the building and during the times agreed as per the booking form. The use of tables, chairs and kitchen equipment (kettle, microwave, ovens, hob, fridge) is included in the hire rate. No crockery (plates, cutlery etc) is provided. Use of all items is at the hirers risk.

1.6. The time booked includes the setting up and clearing away time. Charges may be levied if you try to access the building before your period of hire and you are requested to ensure that you vacate the building, having left everything as you found it and locked up, by the end of your hire period.

2. Cleaning

2.1. The hirer must leave the hall clean and tidy at the end of the hire period. Failure to comply may incur a cleaning charge which will be deducted from the deposit.

2.2. The hirer is responsible for cleaning away their own equipment and disposing of their rubbish. The kitchen, fridge and ovens should be cleaned and cleared at the end of the hire period. A vacuum cleaner and broom are provided in the storeroom to the right of the stage. The hirer must bring cleaning products and bin bags as these are not provided. Please do not leave any hazardous waste on site or in the rubbish bins e.g. helium canisters.

3. **Rooms & Facilities**

3.1. The Large Hall holds a maximum of 150 people standing and 100 people seated. The hirer acknowledges that they have booked sufficient space to house the guests.

3.2. 16 flat pack tables are provided in the store cupboard to the right of the stage and there are 2 wheeled racks containing 100 folding chairs. All tables and chairs must be put away safely at the end of your booking.

3.3. Keys for the hall are located in a key safe outside the main door. The code will be provided to you prior to your event on payment of the booking and hire charge.

3.4. The Trustees will be responsible for ensuring heating and lighting is available and that the Large Hall is in a condition acceptable for hire. In the colder months the heating is set at 18°. If you need to adjust the heating, the control panel with "+" and "- "(plus and minus) buttons, is located on the wall at the far side of the hall. Clear instructions are displayed alongside the control panel. If you have turned up the heating, please turn it down again before you leave the building.

3.5. The lights in the toilets are automatic and will switch off when the doors are closed. The external lights are sensor operated and will turn off automatically. Please ensure all other internal lights are turned off before you leave the building.

3.6. A First Aid box and Accident Report Book can be found in the kitchen. Any accident or injury that occurs at an event in the Hall must be reported in the book and notified to the Operations & Bookings Manager (chelsea.willetts@svhcommunity.co.uk) at the earliest opportunity.

3.7. Sunningdale Village Hall does not have a public phone in the building. You should ensure you have a mobile phone available in case of emergencies.

3.8. Sunningdale Village Hall does have Wi-Fi and the password will be shared with hirer, once booking has been confirmed. Please refer to the Wi-Fi Policy. The password must remain confidential to the hirer.

3.9. Please do not fix anything to the walls with adhesive, Sellotape or Blu-Tak. Decorations may be fixed to doors or wooden surfaces. Do not place decorations directly over the gas heaters.

4. Hirer responsibilities

4.1. It is not always possible for the Village Hall team to have checked the hall between hirings especially at weekends. If for any reason the hirer finds on arrival that the hall is not as they would have expected to find it, it is their responsibility to take photographic evidence and email the photos to the Operations & Bookings Manager (chelsea.willetts@svhcommunity.co.uk) to ensure that they are not charged for these issues. Charges can then be recouped from the previous hirer.

4.2. The hirer shall, during the period of hire, be responsible for the security of the building and shall at no time leave the building unattended.

4.3. The hirer shall, during the period of hire, be responsible for the supervision of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises.

4.4. The hirer shall be required to indemnify the Trustees in respect of repair of any damage done to any part of the premises or contents of the building during a booking, as well as the tables, chairs, kitchen equipment, etc.

4.5. The Trustees do not accept responsibility for loss or damage to the hirer's effects during the time of hire or for injury to any person unless negligence on the part of the Trustees can be proven.

4.6. The hirer shall, during the period of hire, be responsible for the proper supervision of car parking arrangements so as to avoid the obstruction of the local highway and bus route.

4.7. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, including the sale of alcohol. Copies of licences must be provided to chelsea.willetts@svhcommunity.co.uk at least 48 hours before the hire period.

4.8. The hirer shall, if selling goods on the premises, comply with all relevant fair-trading laws and any local code of practice issued in connection with such sales.

4.9. The hirer shall be responsible for observing all relevant food health and hygiene legislation and regulations if preparing, serving or selling food.

4.10. The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order (PAT tested), used in a safe manner, fitted with effective suppressers and properly earthed and insulated. A list of items that will be used must be provided to chelsea.willetts@svhcommunity.co.uk at least 48 hours before the hire period.

4.11. The hirer shall ensure that no highly flammable substances, portable gas appliances or other equipment involving the use of naked flames are brought in the building.

4.12. The hirer shall be responsible for observing all regulations affecting the premises imposed by the Fire Authority, the Local Authority or the Licensing Justices and must not contravene the laws of betting, gaming and lotteries.

4.13. Hirers are required to familiarise themselves with the fire regulations for the building and the location of fire protection equipment and fire escape routes. Please also see: Sunningdale Village Hall Fire Escape Routes which is displayed in the building. In the event of an outbreak of fire the Fire Brigade should be called out immediately and all persons in the building evacuated safely to the external gathering point. **Any incidents must be reported to the Operations & Bookings Manager as soon as possible.**

4.13. The Trustees reserve the right to charge the hirer for additional costs for cleaning, repairs or loss replacement – this includes the refilling/replacement of fire-fighting equipment that has been used in a non-fire situation.

4.14. The blinds in the Hall are operated by a remote control located on the wall at the far side of the Hall by the heating thermostat. If you have closed the blinds or curtains for your event, please make sure that you open them again before leaving.

4.15. The hirer is responsible for closing and locking the doors and returning the keys to the key safe by the main door. Please familiarise yourself with closing and locking the building and the use of the key safe.

5. Bouncy Castles

5.1. Hirers must provide the Trustees with a copy of their signed hire agreement with the Bouncy Castle provider and details of their nominated supervising adult and first aider.

5.2. The Hirer is fully responsible for supervision of the children on the Bouncy Castle at all times and the Trustees accept no responsibility for any accidents or injuries as a result of using a hired inflatable in the Large Hall.

6. Insurance

6.1. Regular Hirers shall be responsible for making the adequate arrangements to insure against any third-party claims which may fall against the hirer or his/her organisation whilst using the premises. These include having Public Liability and Professional Indemnity insurance – copies of up-to-date certificates, along with details of coaching qualifications, should be provided to chelsea.willetts@svhcommunity.co.uk

7. Children

7.1. The Trustees regard the safe care and protection of children as a major concern and priority. Groups that hire or use the premises are expected to share this concern and make appropriate provision for the children in their care. A copy of the Sunningdale Village Hall Safeguarding policy is available on request to chelsea.willetts@svhcommunity.co.uk

7.2. Safeguarding concerns should be reported to Sunningdale Village Hall's designated safeguarding officer via admin@svhcommunity.co.uk.

7.3. Regular Hirers working with children, young people or vulnerable adults must provide the Trustees with copies of their Safeguarding Policy and a current DBS (Disclosure and Barring Service) certificate. It is recommended that the DBS Update Service is used to ensure DBS certificates are up to date.

7.4. All hirers must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

7.5. Minimum recommended child supervision levels are as follows:

0-2 years	1 adult for every 3 children	1:3
2-3years	1 adult for every 4 children	1:4
3-8years	1 adult for every 8 children	1:8
8+ years	1 adult for the first 8 children plus 1 adult for every extra 12 children	

7.6. Children should not be allowed to leave the building at any time during the party or event, and should be under adult supervision at all times, even when using the toilets.

7.7. The kitchen is out of bounds to children under 12 years and children 12-16 years are only permitted in the kitchen with supervision by a responsible adult.

7.8. Children should not be allowed on the stage other than for a supervised activity.

8. **Deposit**

8.1. The hirer must make a deposit of £100 at the time of booking to secure the booking date. Full payment for the booking is due 4 weeks before the booking date. to secure the booking date. Full payment for the booking is due 4 weeks before the booking date. Once the building has been checked after the event and there is no further responsibility on the hirer under these Conditions of Hire, the deposit will be refunded. If the Main Hall is not left in a clean and clear state, part or all of the deposit will be withheld.

8.2. It is the hirer's responsibility to provide the Operations & Bookings Manager (chelsea.willetts@svhcommunity.co.uk) with their bank details so that the deposit can be returned. Please note: only two requests will be made for this information and if it is not forthcoming within 28 days the deposit will be forfeited.

9. **Cancellations**

9.1. The Trustees reserve the right to cancel or change a booking in exceptional circumstances. Any booking fee will be subsequently refunded. The Trustees cannot be held liable for any costs incurred by the hirer as a result of a cancelled or changed booking.

9.2. The full hire charge is non-refundable unless cancelled by the hirer 28 days before the hire date. If you need to cancel your booking, please inform us immediately.

10. **Complaints**

10.1. Any complaints should be made in the first instance to the Operations & Bookings Manager, then if no satisfactory response is received, to the General Manager, c/o Sunningdale Village Hall, Church Road, Sunningdale, Berkshire, SL5 0NJ. The decision of the General Manager is final. A copy of the Complaints Policy can be provided on request.