

# SUNNINGDALE VILLAGE HALL

## CONDITIONS OF HIRE AND INFORMATION FOR HIRERS

The Village Hall is managed on behalf of Sunningdale Parish Council (the Managing Trustees) of Sunningdale Village Hall Charity c/o The Pavilion, Broomhall Lane, Sunningdale, Berkshire, SL5 0QS Tel: 01344 297250.

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 is not permitted anywhere on the premises or in the car park, including the decking and garden.
- 1.4. 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 and crockery are included in the hire rate.
- 1.5. The time booked includes the setting up and clearing away time. Please do not try and access the building before your period of hire and ensure that you vacate the building, having left everything as you found it and locked up, by the end of your hire period.
- 1.6. The right is reserved for a representative of the trustees to enter the building at any time.

### **2. Rooms**

- 2.1. The Large Hall holds a maximum of 150 people standing and 100 people seated. The Small Hall holds a maximum of 60 people standing and 30 people seated. The hirer acknowledges that they have booked sufficient space to house the guests.

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- 2.2. Small Hall – during the term-time the Small Hall is the home to Sunningdale Pre-School. They have lots of toys and equipment in the hall, on the decking and in the garden as well as decorations all over the walls. It will be cleared away as much as possible in order to maximise the space available for your hire of the hall. Please note the toys and equipment **DO NOT** form part of the hire of the hall. Therefore we respectfully ask that they are not used by hirers. If you need to move any Pre-School equipment please ensure that it is returned to its original position at the end of the hire.
- 2.3. The hirer is responsible for collecting the keys during the week before the function date. Collection by the hirer will be arranged with the Village Venues Operations Manager.
- 2.4. The trustees will be responsible for ensuring heating and lighting is available and ensuring the room is in a condition acceptable for hire.

### **3. Hirer responsibilities**

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.
- 3.4. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, including the sale of alcohol.
- 3.5. 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.
- 3.6. The hirer shall be responsible for observing all relevant food health and hygiene legislation and regulations if preparing, serving or selling food.
- 3.7. 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, used in a safe manner, fitted with effective suppressers and properly earthed and insulated.
- 3.8. 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.
- 3.9. 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.

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- 3.10. The hirer is responsible for cleaning away their own equipment and disposing of their rubbish at the end of the period of hire. Failure to comply with this will incur a cleaning charge. 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.
- 3.11. The hirer is responsible for closing and locking the doors, and returning the keys as arranged by the Operations Manager.
- 3.12. The hirer shall 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, crockery, etc.

## 4. Insurance

- 4.1. 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.
- 4.2. 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.

## 5. Children

- 5.1. The trustees regard the safe care and protection of children is of utmost concern. Groups that hire or use the premises are expected to share this concern and make appropriate provision for the children in their care.
- 5.2. Any safeguarding concerns should be reported to Sunningdale Village Hall's Welfare Officer: Ruth Davies on [clerk@sunningdaleparish.org.uk](mailto:clerk@sunningdaleparish.org.uk) or 07767 233494.
- 5.3. 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.
- 5.4. 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.
- 5.5. Minimum recommended child supervision levels are as follows:

0-2 yrs	1 adult for every 3 children	1:3
2-3yrs	1 adult for every 4 children	1:4
3-8yrs	1 adult for every 8 children	1:8
Over 8yrs	1 adult for the first 8 children and then an extra person for every extra 12 children	

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- 5.6. Children should not be allowed to leave the building at any time during the party, and should be under adult supervision at all times, even when using the toilets.
- 5.7. The kitchen is out of bounds to children under 12 years and children 12-16 yrs only permitted in the kitchen with supervision by a responsible adult.
- 5.8. Children should not be allowed on the stage other than for a supervised activity.

## **6. Deposit**

- 6.1. The hirer has to make a deposit of £100 if the hiring period is Friday 6pm – Sunday 11pm or £50 for the hiring period Monday 9 am – Friday 6 pm.
- 6.2. Once the building has been checked and there is no responsibility of the hirer under these Conditions of Hire, the deposit will be refunded.

## **7. Cancellations**

- 7.1. 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.
- 7.2. The full hire charge will be made on bookings unless cancelled by the hirer 28 days before the hire date. If you need to cancel your booking, please inform us immediately.

## **8. Complaints**

- 8.1. Any complaints should be made in the first instance to Ruth Davies, Charity Manager, then if no satisfactory response is received to the Chair of the Village Hall Managing Committee, The Pavilion, Broomhall Lane, Sunningdale, Berkshire, SL5 0QS. The decision of the Chairman of the Committee is final.

## **9. Faults and damages**

- 9.1. Please report any faults or damages to the Village Hall Operations Manager via email [svh@sunningdaleparish.org.uk](mailto:svh@sunningdaleparish.org.uk) within 12 hours of the end of your booking.

## **GUIDANCE NOTES**

### **1 Cleaning**

- a) Please leave the building in a neat, tidy and clean condition, returning any chairs and tables to the correct place, removing all personal belongings and cleaning up behind you. Mops, brooms, cleaning products and a vacuum cleaner can be found in the storage room situated in the right of the stage. Any additional cleaning costs incurred following a booking will be charged to the hirer.

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- b) Please **do not leave any rubbish** in the buildings. Please bring black bin bags to help you remove any general waste to the large bin by the front door. Recyclable waste (paper, card, plastic bottles and packaging, aluminium cans, foil, cartons and glass) should be placed in the blue recycling wheelie bin. If the recycling bin is full please take any excess recyclable waste away with you. Please do not leave any hazardous waste on site or in the rubbish bins eg helium canisters.

## 2 Phone

- a) There is no public phone available in the building. You must ensure you have a mobile phone available in case of emergencies.

## 3 Wi-Fi

- a) The Village Hall does not currently have Wi-Fi.

## 4 Noise

- a) Please ensure that minimum noise is made by yourself and guests when arriving and leaving the buildings. We wish to preserve good relations with our neighbours. The fire doors in the main hall must be kept closed at all times. As the hall is in a Conservation area, for evening events music must cease at 11pm and all guests must have vacated the premises by 11.30pm.

## 5 First Aid and accident report

- a) A first aid box and accident report book can be found in the kitchen and the Booking Trustees should be informed of any accident or injury occurring.

## 6 Heating

- a) If you need to adjust the heating the control panel with “+” and “-“ buttons is on the wall at the far side of the hall. Clear instructions are displayed under the control panel. If you have turned up the heating please turn it down again before you leave the building.

## 7 Lighting

- a) Please note that the lights in the toilets are automatic and will only switch off once the doors are closed. The external lights are sensor operated and will turn off automatically.

## 8 Decorations

- a) Please do not fix anything to the walls with the use of adhesive, sellotape or blu-tac. It is acceptable to fix items to the doors and wooden surfaces with blu-tac, but not to plastered walls. Picture hooks have been provided on the picture rail to enable you to hang decorations. Please do not place any decorations immediately above the heaters.

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## 9 Tables and chairs

- a) 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. Please put away all tables and chairs at the end of your booking.

## 10 Kitchen

- a) Provided for your use in the Main Hall kitchen are the following: fridges, double oven and hobs, microwave, kettle and mugs. The Small Hall kitchen has the following: fridge, freezer, single oven, microwave and kettle. Please note we do not provide other crockery or cutlery. Please do not leave any perishables in the fridge or kitchen.

## 11 Curtains

- a) If you have closed the curtains for your event, please ensure you open them again before you leave the Hall. Please only use the cords to open and close the curtains and do not pull on the fabric of the curtains.

## 12 Fire Regulations

- a) Please familiarise yourself with the fire regulations for the building and the location of fire protection equipment and fire escape routes. Click to view [Sunningdale Village Hall Fire Escape Routes](#). Do not restrict fire escape routes. In the event of an outbreak of fire the Fire Brigade should be called out. Any such incident should be reported to the Bookings Manager.

## 13 Parking

- a) Parking at the front of the building is reserved for disabled use and the hirer for unloading.
- b) Please ensure that you and your guests park legally and do not obstruct the public highway. If the car park is full we advise parking opposite the building on Church Road. Please be aware that during the day this is a bus route. Sufficient passing space needs to be left to accommodate this.

## 14 Closing and locking

- a) Please familiarise yourself with the closing and locking of the building as the hirer must make sure that the building is properly closed and locked.

## 15 Proof of Booking

- a) Please bring a copy of your completed booking form with you when you arrive at the building in case someone should ask for proof you are authorised to be using the building.