



Secretary - Ann Smith
Breakwaters, Main Road, Brancaster Staithe, PE31 8BY
Telephone 210102 - Email rogann@tesco.net
<http://www.bsbdvh.org.uk>

TERMS & CONDITIONS OF HIRE

FACILITIES: There are two separate rooms, the Main Hall and the Meeting Room, which can be hired out at the same time. The internal doors between the two can be locked for security.

CHARGES: Charges are based on when the Facilities can be let to another occupier. For instance, if you wish to leave art or equipment in the room overnight preventing the re-letting of your room then your charge will be based on the overnight rate.

RIGHTS OF OCCUPATION: Agreement to these conditions confers no right of tenancy or any other right of occupation or use by the hirer. No occupation will be allowed without a confirmed booking which requires that it is shown in the online calendar.

CONFIRMATION OF BOOKING: No booking will be confirmed for non-local groups without payment or part payment. Payment or part payment will be taken as acceptance of these Terms & Conditions.

PAYMENT: The full hiring cost is required to be paid on booking for two or fewer day or part day bookings. For other multiple day bookings a deposit of 25% of the total hiring cost will be required. The deposit, if available, is stated on the quotation. Regular and weekly bookings for local groups may be paid every 3 months in arrears at the end of each calendar quarter by arrangement with the Treasurer.

PAYMENT BEFORE OCCUPATION: If a deposit has been paid then the balance of the payment is due 2 weeks before occupation. In the case of late payment the Management Committee retains the right to let the Village Hall to other parties and any deposit paid would not then be refundable.

CANCELLATION OF BOOKING: Any deposit or full payment made for a confirmed booking which is cancelled less than 2 weeks prior to the hire date is not refundable. A full refund will be made of any booking cancelled prior to 2 full weeks of the booking when made by email to the Booking Agent whose contact details are shown below. Those without email should write a letter to the Secretary whose address is shown above.

CHILDREN & VULNERABLE ADULTS: Where the hirer is using the Village Hall for activities involving Children and/or Vulnerable Adults, such hirer must ensure compliance with all relevant legislation (including but not limited to the Children Act 1989) and should ensure that only fit and proper persons have access to such Children and/or Vulnerable Adults. The hirer should have in place appropriate policies and procedures to ensure compliance with this provision.

FIRE REGULATIONS: The maximum number of persons, including staff, permitted in the Village Hall is 99 in total at any one time. In the event of fire, occupants are advised to use the fire exists and assemble on the playing fields until everyone is accounted for.

ALCOHOL: The hall has no licence for the sale of alcohol on the premises under any circumstances. Alcohol may be given away free of charge as long as this offer is not connected to the sale of any other ticket or paid event in the hall. The free offer must be open to all comers.

If a licence is required then the hirer must apply for a temporary licence to sell alcohol on the village hall premises from: Licensing, Environmental Health and Housing, King's Court, Chapel Street, King's Lynn. Tel 01553 616401.

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.

ELECTRICITY: There is a coin operated electricity meter for use by the hirer to ensure space heating and lighting.

PARKING: Parking for 12 cars is included in the hire charge. Parking is available after 6pm on the playing field at no extra charge if required.

Booking Agent - Telephone 210348 - Email bsbdvh.bookingagent@gmail.com



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INSURANCE: Third Party Public Liability insurance is included. The Hirer is responsible for any personal valuables, stock, equipment or any other items brought into the Village Hall in the case of fire, theft or accidental damage.

ACCIDENTS AND DANGEROUS OCCURRENCES: The hirer must report all accidents to The Caretaker as soon as possible who must complete the relevant section of the Village Hall's accident book. Any failure of equipment belonging to the Village Hall must be reported to The Caretaker as soon as possible. Certain types of accident or injury must be reported to the local authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, The Caretaker can provide guidance on this.

INDEMNITY: The hirer shall indemnify and keep indemnified the Village Hall against the cost of repair of any damage done to any part of the premises and all claims in respect of damage or loss of property or injury to persons arising as a result of the hirer's use of the Village Hall.

END OF HIRE: The hirer shall be responsible for leaving the Village Hall (and surrounding vicinity) in a clean and tidy condition and safely secured. The Village Hall reserves the right to make an additional charge in the event that it incurs expense or loss as a result of any breach of this provision.

CLEANING: The hall and kitchen are both available for use by the hirer. They should be left in clean and tidy states and in good condition. In the event of damage or lack of cleanliness, repairs or extra cleaning will be invoiced to the hirer at a cost determined by the Management Committee. Limited cleaning equipment is in the kitchen and the storeroom but no chemicals or cleaning substances are provided. Hirers are expected to bring their own cleaning materials.

TABLES & CHAIRS: There are a large number of tables and chairs stored in the hall and store room which are included in the hire. These must not leave the premises without specific permission to do so. There are two trolleys provided to prevent injury from lifting tables or chairs. Hirers are requested to stack tables and chairs sensibly after use and not to block any fire exits.

DISPLAY BOARDS: The hirer is responsible for the deployment of the boards from store and their return. There are 10 display boards (measuring 8ft x 4ft) available with picture hooks for hanging. Nails, pins, tacks, adhesives or similar fixings are not to be used. The stands are stored in the shed outside the main hall and the hirer is responsible for erecting the stands and returning them to the shed after hire. The stands are heavy and difficult to manoeuvre and care should be taken to erect them in accordance with the instructions kept with the stands. Allow one hour for 2 persons to erect or dismantle all stands. The Committee will not be liable for any damage to any persons or property caused by hire of the exhibition stands.

ELECTRICAL EQUIPMENT: All electrical equipment belonging to the Village Hall is regularly PAT tested. Customers/Exhibitors may use their own equipment during their tenure of the Village Hall but are expected to ensure that such equipment is similarly tested and safe to use and will be switched off at all times when the Hall is unoccupied.

ALTERATIONS: The hirer is prohibited from making any alterations to the Village Hall (or from attaching any fixtures of any nature whatsoever).

CONTACT TELEPHONE NUMBERS are attached to the window at the front of the hall.

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