

DORNEY VILLAGE HALL MANAGEMENT COMMITTEE

Registered Charity Number 300255

Terms and Conditions of Hire

DORNEY VILLAGE HALL (HALL) is a non profit making organisation administered by a selected committee of local residents. The amenities of the HALL are maintained on a voluntary basis. There is no resident caretaker but every endeavour is made to ensure that all the facilities are available and working and that the HALL is in good order when you come to use it. If this should not be so, please advise the Booking Officer immediately and we will do our best to rectify any problems. Hirers (HIRER) are asked to help us by leaving the HALL in a clean and tidy condition. They are also asked to remember that we rely upon the goodwill of local residents and to limit any excessive noise and possible nuisance when entering, using or leaving the HALL.

1. The HIRER, who shall be twenty-five (25) years of age or over, shall complete and sign the application form and by so doing shall accept and be bound to these terms and conditions.
2. Approved local organizations and residents living in the Parish of Dorney (RESIDENTS) enjoy concessionary hire charges. There should be no sub-letting/hiring of the hall by residents to non-residents by way of written or non-written (verbal) agreements.
3. Bookings are considered PROVISIONAL until CONFIRMED and may be made for single or occasional hire by CASUAL HIRERS and for the regular hire by REGULAR HIRERS.
4. All HIRERS shall lodge a deposit as laid down in the scale of charges, which is refundable after settlement of any consequential debt by the HIRER to the committee, after approximately 6 weeks.
5. All fees are payable in advance, not less than twenty-eight (28) days prior to hire. Bookings not paid for by the due date may be deemed to have lapsed. Bookings made within twenty-eight (28) days of hiring date must be fully paid for.
6. Where a person or organisation is accustomed to hire the HALL at a REGULAR date and time, the HALL will not be let to another potential hirer for such date or time within such time and date first being offered to the REGULAR HIRER.
7. The Committee may, at its discretion, cancel any booking at any time, without giving any reason for so doing. Any monies paid may be refunded at the Committees discretion, but the Committee will not accept responsibility for any consequential loss or inconvenience to the HIRER.
8. PROVISIONAL booking may be made by telephone, but must be confirmed by the submission, within seven (7) days, of a fully completed form, accompanied by such amounts as may be due.
9. Following cancellation by the HIRER of any confirmed booking, a refund of any monies paid will be to the following:
More than fifty-six (56) days notice a full refund
Twenty-nine (29)-fifty-five (55) days notice 50% refund
Less than twenty-nine (29) days notice no refund
OR, at the discretion of the Village Hall Management Committee.
10. In order to accommodate, as far as possible, all local organization who wish to use the HALL, the annex and rooms may be let separately and sharing of services would be necessary. The Committee will, however, endeavour to ensure that the accommodation provided is adequate for the purpose for which it is booked.
12. No person or organization is permitted to use the HALL unless it has been properly booked and paid for and the HIRER must show proof of payment, upon demand, to any Committee member or responsible person. It is a condition of our license that the HALL must be completely vacated not later than 12.30am.
13. Keys may only be held by, and are the responsibility of, caretakers and Committee officers except where otherwise approved in writing. Key holders shall only allow the use of the HALL for a properly constituted booking.

14. HIRERS may affix notices in connection with which the HALL has been booked to the Notice Board in the entrance hall.
15. The premises shall not be used for any other purpose than entered into by the HIRER on the booking form. Materially incorrect description of the purpose may lead to abrupt termination of the hire and the loss of payments made.
16. No intoxicating liquor shall be sold on the premises unless the HIRER shall have first obtained the necessary Justice License or other authorisation required by law.
17. The Hall is licensed for Music and Dancing.
18. The premises shall not be used for any type of Public Entertainment or performance requiring the license of any public of local authority unless such license shall first be obtained by and at the expense of the HIRER.
19. Please note that the Hall has the relevant PPL and PRS licences for hirers to play or perform musical instruments or recordings.
20. Where the audience are fully seated at tables, the maximum capacity is 100, otherwise the maximum capacity is 150.
21. Should the HIRER set up a bouncy castle or any other entertainment on the field next to the hall the HIRER is totally responsible for the event. Dorney Village Hall is not responsible for such an event and no claim may be made against Dorney Village Hall for any damages or injury whatsoever.
22. THE HIRER SHALL BE SOLEY AND PERSONALLY RESPONSIBLE TO THE COMMITTEE FOR THE FOLLOWTNG:-
 - a) The conduct of all persons conning into or using the premises as his or her guests or otherwise in connection with the hiring.
 - b) The function as is described in the booking form and does not commence before and continue after the booking period of hire.
 - c) That no legal gambling, gaming or wagering and no riotous, unlawful, disorderly or unseemly conduct takes place upon, or within the immediate environs of the premises.
 - d) That the volume of music and levels of noise are kept to the levels agreed with the Environmental Health Office, through the noise limiting system and that all sound equipment is connected to the stage electrical outlets only. Breach of this condition may result in abrupt termination of the event and will result in loss of all monies paid.
 - e) That no damage, breakage or loss occurs to the premises or to the furniture, fittings or equipment belonging to or in the care of the committee.
 - f) That at the end of the hiring the premises and all such furniture, fixtures and fittings as aforesaid are left clean and tidy and that all litter and rubbish is taken away or placed in the proper dustbin or receptacle provided for the purpose, all lighting, heating and other equipment is switched off.
 - g) That in the particular case of a hiring for theatrical or concert purposes, no wing flaps or other scenery or property are in any way nailed to the stage flooring and at the end of the hiring the stage is left clear of any obstruction.
 - h) No unauthorized person shall interfere with any electrical equipment and no heating equipment may be used other than that provided by the Committee.
 - i) That any decorations etc. are attached to the board provided and are completely removed at the end of the hire period.
Nothing is pinned, glued stapled or otherwise affixed to the walls, ceiling, doors or floor.
 - j) That the emergency lights must be switched on when the auditorium is in darkness (ie stage lights only).
 - k) In accordance with the South Bucks District Council License authorising Music and Dancing;
 - (i) The HIRER shall be present and in charge of the premises for the purpose of ensuring that the conditions of
the license are properly observed,
 - (ii) The HIRER shall appoint one or more stewards to be on duty during any entertainment, such steward to be handed a copy of the safety precautions appended hereto. In the case of certain bookings, it is mandatory that the committee shall provide stewards at the HIRER'S cost.
23. In the event of any failure by the HIRER to discharge responsibilities under the foregoing conditions and otherwise he/she will be solely and personally liable to the committee, to making good any damage, breakage or loss and paying the expenses incurred by the committee in reinstating, replacement, cleaning or otherwise as a result of the said failure of the HIRER.
24. The HIRER is responsible for ensuring that any food preparation takes place only in the kitchen and not in any other room, passage or lobby and that the kitchen is left clean and tidy.
25. In the particular case of a hiring at which at which more than one hundred (100) children are expected to be present, the HIRER is responsible for ensuring compliance with section eleven (11) of the Children's and Young Person's Association.