

Dyffryn Ardudwy & Talybont Village Hall

Hiring Agreement & Standard Conditions of Hire

 neuadddyffryn@gmail.com

 07824 098 272

Definitions

- **Village Hall:** Dyffryn Ardudwy & Talybont Village Hall.
 - **Hirer:** The person or organisation named on the booking.
 - **Premises:** The part(s) of the hall being hired.
 - **Booking:** The contract created between the hirer and the Village Hall Committee.
 - **Period:** The agreed times of use as stated on the booking form.
 - **Function:** The event/activity described in the booking form
-

1. Payment Terms

- Events & Functions: A **50% non-refundable booking deposit** is required to confirm any hire, unless otherwise agreed in writing.
 - Events & Functions: **Full payment** must be received **no later than 21 days prior to the event**, unless alternative arrangements have been made. No refunds will be issued for **cancellations made by the hirer within 7 days of the event**; the full hire fee will remain payable.
 - Events & Functions: A **security deposit** may be required for large functions and events. This deposit will be refunded within **14 days after the event**, provided there is no damage, excessive cleaning required, or breach of terms and conditions.
 - Regular Groups & Activities: For **regular groups and activities**, **monthly invoices** will be issued, with payment due **within 14 days of receipt**.
-

2. Use of Premises

- The hirer may only use the hall for the purposes stated on the booking form.
 - Subletting is **not permitted**.
 - Hire includes **10 minutes before and after** the booked period for setup and clear-up (unless otherwise agreed).
 - The hall must be **vacated by midnight** for all evening events/functions, including cleaning time.
-

3. Age & Supervision

- The hirer must be **over 18 years of age**.
 - Events involving children or vulnerable adults must follow **relevant safeguarding legislation**.
 - Minimum supervision: **1 responsible adult per 20 attendees**, up to 5 adults total.
-

4. Alcohol

- A **bottle bar** can be provided on request, or a **draught/pump bar** at additional cost.
 - Alcohol must **not** be served to under-18s or to anyone already intoxicated.
 - **“Bring your own”** alcohol events are not permitted.
-

5. Licensable Activities

- The hall holds a **PRS Licence** covering music and live performance.
- The hirer is responsible for obtaining licences for:
 - Film screenings
 - Public performances not covered by PRS

- Any other licensable activity
 - Proof of licence must be provided if requested.
-

6. Safety & Fire Procedures

- Fire exits must remain **clear at all times**.
 - The hirer must ensure all users:
 - Know where emergency exits are located.
 - Follow the hall's fire evacuation procedures.
 - Call the fire service if needed.
 - Proceed to the designated assembly point in an emergency.
 - No candles, fireworks, flammable items, or additional heaters are permitted.
-

7. Kitchen and Catering

- Under-16s are not permitted unsupervised in the tea-point area.
 - All food served must meet **current food hygiene regulations**.
 - Electrical appliances must be in safe working order and approved by the committee.
-

8. Insurance & Liability

- The hirer is responsible for:
 - Any damage to the building, equipment, or fixtures.
 - The safety and conduct of attendees.
 - Any claims, losses, or proceedings arising from the hire.

- The Village Hall is **not responsible** for personal property brought into or left in the premises.
-

9. Noise & Conduct

- Music and loud noise must stop by **11:00pm**.
 - Attendees must behave responsibly and avoid disturbing neighbours.
 - No illegal activity is permitted.
-

10. Decorations & Alterations

- Decorations must be agreed in advance.
 - No adhesive tape, drawing pins, or similar fixings are allowed on walls, doors, or windows.
 - No structural changes or alterations may be made to the hall.
-

11. Animals

- No animals are allowed, except for **registered assistance dogs**, unless agreed with the committee.
-

12. Cleaning & Departure

The hirer must:

- Leave the premises clean and tidy.
- Turn off all lights.
- Return heating thermostats to the agreed setting.
- Remove all personal items and equipment (unless otherwise agreed).

- Close all windows and doors upon departure.
-

13. Stored Equipment

- Any items stored in the hall must be agreed in writing.
 - The committee accepts **no responsibility** for damage to or loss of stored property.
-

14. Accidents & Incidents

- Any accident involving injury must be reported immediately to the committee and recorded in the **Accident Book**.
-

15. Cancellation – Functions, Events & Parties

- Booking deposits are **non-refundable** if cancelled by the hirer.
 - Security deposits will be refunded within 14 days of cancellation (if no costs incurred).
 - 3–7 days' notice: 50% of the hire fee will be charged.
 - Less than 48 hours' notice: Full hire fee will be charged (unless an emergency prevents attendance – proof may be required).
 - If the hall committee must cancel (e.g. emergency), no hire fee will apply. However, the committee cannot accept responsibility for any costs or losses the group may incur. Insurance is recommended for large events/functions.
-

16. Cancellation & Changes (Groups | Activities | Meetings)

- **More than 8 days' notice:** No charge.
- **3–7 days' notice:** 50% of the hire fee will be charged.
- **Less than 48 hours' notice:** Full hire fee will be charged (*unless an emergency prevents attendance – proof may be required*).

- If the hall committee must cancel (e.g. emergency, funeral tea, election), no hire fee will apply. However, the committee cannot accept responsibility for any costs or losses the group may incur.
-

17. Complaints & Disputes

- Enquiries or complaints should be sent in writing to: **neuadddyffryn@gmail.com**
-

18. Agreement

By proceeding with a booking, the hirer confirms they have **read, understood, and agreed** to these terms and conditions.

 *Version 1.1 – Effective 25 August 2025*