


Dyffryn Ardudwy & Talybont Village Hall

Hiring Agreement & Standard Conditions of Hire

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Definitions

Village Hall: Dyffryn Ardudwy & Talybont Village Hall.

Games Room: The dedicated games facility located within the Village Hall, including the pool table, dartboard, games equipment, furniture, and associated facilities.

Hirer: The person or organisation named on the booking.

Premises: The part(s) of the Village Hall, including the Main Hall, Games Room, kitchen, or other areas 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 or activity described on 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.
- Full payment must be received no later than 21 days before the event unless alternative arrangements have been agreed.
- No refunds will be issued for cancellations made by the Hirer within 7 days of the event; the full hire fee will remain payable.
- A refundable security deposit may be required for large functions or events. This will normally be returned within 14 days following the event, provided there has been no damage, excessive cleaning, or breach of these conditions.

Regular Groups & Activities

Monthly invoices will be issued, with payment due within 14 days of receipt.

Games Room Bookings

- Games Room bookings are free of charge and may be made through the online booking system, by telephone or by email.
- If you are no longer able to attend your booking, you must cancel it as soon as reasonably practicable so the session can be made available to other users.
- The appropriate fee must be paid into the pool table or dartboard meter before play.

2. Use of Premises

- The Hirer may only use the Premises for the purpose stated on the booking.
- Games Room bookings may only be used for playing pool and darts unless prior written permission has been given by the Village Hall Committee.
- Subletting or transferring a booking is not permitted.
- The Hirer is responsible for ensuring that only authorised users attend during the booked period.
- Hire includes 10 minutes before and after the booked period for setting up and clearing away unless otherwise agreed.
- The Premises must be vacated by midnight for all evening functions, including cleaning time.
- Users must behave responsibly and ensure that noise, behaviour or activities within the Village Hall, including the Games Room, do not cause a nuisance, disturbance or unreasonable inconvenience to neighbours, other users of the Village Hall, or the local community.

Hall Access

- Each booking is issued with a unique access code.
- Access codes are personal to the booking and must not be shared with anyone outside the booking.
- Access codes are valid only for the booked session.

3. Age & Supervision

- The Hirer must be aged 18 years or over.
- Events involving children or vulnerable adults must comply with relevant safeguarding legislation and guidance.
- A minimum of one responsible adult must supervise every 20 attendees, up to a maximum of five supervising adults.
- For Games Room bookings, the Hirer is responsible for supervising all members of their group and ensuring equipment is used safely and appropriately.
- Children under the age of 16 must be accompanied by a responsible adult at all times when using the Village Hall, including the Games Room.

4. Alcohol

- A bottle bar can be provided on request, or a draught/pump bar at an additional charge.
- Alcohol must not be served to anyone under the age of 18 or to anyone who is intoxicated.
- "Bring Your Own" alcohol events are not permitted.
- Alcohol must be consumed responsibly and must not result in unsafe behaviour or damage to the Premises or equipment.

5. Licensable Activities

The Village Hall holds a PRS Licence covering music and live performances.

The Hirer is responsible for obtaining any additional licences required for:

- Film screenings.
- Public performances not covered by the PRS Licence.
- Any other licensable activity.

Proof of any required licence must be provided upon request.

6. Safety & Fire Procedures

- Fire exits must remain clear at all times.
- The Hirer must ensure all users:
 - Know the location of emergency exits.
 - Follow the Village Hall fire evacuation procedure.
 - Contact the Fire & Rescue Service where necessary.
 - Assemble at the designated assembly point (the Cenotaph) during an evacuation.
- Candles, fireworks, flammable materials, smoke machines and additional portable heaters are not permitted.
- Games Room users must use all equipment safely and in accordance with any instructions displayed within the room.

7. Kitchen & Catering

- Children under 16 are not permitted to use the tea point unsupervised.
- All food served must comply with current food hygiene legislation.
- Electrical appliances brought onto the Premises must be safe and in good working order.

8. Insurance & Liability

The Hirer is responsible for:

- Any damage to the building, Games Room, equipment, furniture, fixtures or fittings.
- The safety and conduct of all attendees.
- Ensuring all equipment and facilities are used safely and correctly.
- Any claims, losses or legal proceedings arising from the hire.

The Village Hall accepts no responsibility for personal belongings brought onto or left within the Premises.

The Hirer may be charged the reasonable cost of repairing or replacing any property damaged through negligence, misuse or vandalism.

9. CCTV

CCTV operates within parts of the Village Hall, including the Games Room, to help protect users, volunteers, the building and its equipment, and to assist with the investigation of incidents.

By using the Premises, Hirers and attendees acknowledge that CCTV may be in operation.

Images are processed in accordance with the Village Hall CCTV Policy and applicable data protection legislation.

10. Noise & Conduct

- Music and amplified sound must cease by 11:30 pm.
- Attendees must behave responsibly and avoid causing a nuisance to neighbouring properties.
- No illegal activity is permitted.
- Users must respect other Village Hall users, volunteers, contractors and the local community.

11. Decorations & Alterations

- Decorations must be agreed in advance.
- Adhesive tape, drawing pins, screws, nails or similar fixings must not be used on walls, doors or windows.
- No structural alterations may be made to the Premises.

12. Animals

No animals are permitted, except registered assistance dogs, unless prior permission has been granted by the Village Hall Committee.

13. Cleaning & Departure

The Hirer must:

- Leave the Premises, including the Games Room, clean and tidy.
- Return all equipment, including tables and chairs, to its original location.
- Remove all rubbish and personal belongings.
- Remove any equipment brought onto the Premises, unless otherwise agreed.
- Switch off lights and electrical equipment where appropriate.
- Close and secure all windows and doors before leaving.

14. Stored Equipment

- Any items stored at the Village Hall must be agreed in writing.
- The Village Hall Committee accepts no responsibility for loss of or damage to stored property.
- Games Room equipment must not be removed from the room or used outside the Village Hall.

15. Accidents & Incidents

- Any accident involving injury must be reported immediately to the Village Hall Committee and recorded in the Accident Book.
- Any damage, equipment fault, safety concern or other incident involving the Games Room or Village Hall must be reported as soon as possible.

16. Cancellation

Functions, Events & Parties

- Booking deposits are non-refundable.
- Security deposits will be refunded within 14 days where no deductions are required.
- If the Hirer cancels within 7 days of the event, the full hire fee remains payable.
- If the Village Hall Committee is required to cancel due to circumstances beyond its control (for example, an emergency), all monies paid will be refunded. The Committee cannot accept responsibility for any consequential losses. Hirers are advised to arrange suitable event insurance where appropriate.

Regular Groups & Activities

- More than 8 days' notice: No charge.
- 3–7 days' notice: 50% of the hire fee.
- Less than 48 hours' notice: Full hire fee.
- Charges may be waived where cancellation is due to exceptional circumstances at the discretion of the Village Hall Committee.

Games Room Bookings

- Games Room bookings are free of charge. If you are unable to attend, please cancel your booking as soon as possible to allow the session to be offered to other users.

17. Complaints & Disputes

Any enquiry or complaint should be made in writing to:

 neuaddyffryn@gmail.com

18. Agreement

By proceeding with a booking, the Hirer confirms that they have read, understood and agree to comply with these Standard Conditions of Hire.

These conditions apply to all areas of Dyffryn Ardudwy & Talybont Village Hall, including the Games Room.