

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 remains 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 online, by telephone or by email.
- If you are unable 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 granted by the Village Hall Committee.
- The Hirer must not exceed the maximum occupancy of any room. The First Floor Games Room has a maximum occupancy of **20 persons**, including organisers and supervisors.
- 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 do not cause nuisance, disturbance or unreasonable inconvenience to neighbours, other users 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.
- 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.

- A responsible adult must be present throughout any Games Room booking involving persons under 16 years of age.
- Children under the age of 16 must be accompanied by a responsible adult at all times when using the Village Hall.

4. Alcohol

- For events, 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 18 years of age 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

The Hirer is responsible for the safety of everyone attending their booking.

Before the activity begins, the Hirer must:

- Familiarise themselves with the Village Hall Fire Evacuation Plan.
- Ensure all fire exits, escape routes and final exit doors are clear, unlocked and immediately available throughout the booking.
- Identify anyone who may require assistance to evacuate and make suitable arrangements before the activity begins.
- Ensure the removable access ramp is in position where it may be required for wheelchair evacuation.
- Make attendees aware of the nearest fire exits and the Assembly Point.

During the booking:

- All users must follow the Village Hall Fire Evacuation Plan if the fire alarm sounds.
- The designated Assembly Point is **The Cenotaph**.
- Fire doors must not be wedged open.
- Corridors, stairways, landings and exits must not be obstructed or used for storage.
- Candles, fireworks, naked flames, smoke machines, flammable materials and unauthorised portable heaters are not permitted.

First Floor Games Room

- Maximum occupancy: **20 persons**.
- The Games Room has **no step-free access** and is not suitable for anyone unable to descend the stairs independently unless suitable assisted evacuation arrangements have been made in advance.
- The principal escape route is via the stairs, foyer and main entrance.
- The alternative escape route via the backstage area should only be used if the principal route is blocked by fire or smoke and it is clearly safe to do so.
- The stairs, landing and escape route must be kept clear at all times.

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, 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 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 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.
- Ensure that no equipment, furniture, rubbish or personal belongings are left in corridors, stairways or other escape routes.

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 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, all monies paid will be refunded. The Committee accepts no responsibility for 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 in 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 so that the session can be offered to another user.

17. Complaints & Disputes

Any enquiry or complaint should be made in writing to:

 neuadddyffryn@gmail.com

18. Fire Evacuation Plan

The Hirer confirms that they have read the Village Hall Fire Evacuation Plan and agree to comply with its requirements.

The Hirer is responsible for ensuring that:

- occupants are aware of the evacuation procedure;
- any person requiring assistance to evacuate has appropriate arrangements in place before the activity begins;
- the First Floor Games Room occupancy limit of **20 persons** is not exceeded;
- the First Floor Games Room is not used by persons unable to descend the staircase independently unless suitable assisted evacuation arrangements have been made in advance.

19. Agreement

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

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