

South Marston Village Hall

Old Vicarage Road
South Marston Village
SN3 4SH



Please send all correspondence to:
Julie Hatherall
Booking Clerk
6 Church Ground
South Marston
SN3 4FL

South Marston Recreation Association (SMRA) runs the Village Hall with the help of a Management Committee and is a registered charity. Number 1015730

TERMS & CONDITIONS OF HIRE

Responsibilities

The Hirer must be over 18 years of age at the time of application.

It is the responsibility of the Hirer to ensure that the 'Conditions of Hire' for the Hall are understood and adhered to by all persons using the Hall during the hire period and a copy accompanies each confirmed booking.

No liability will be accepted by the Village Hall Management for any injury or loss however caused and Hirers are urged to arrange adequate insurance cover.

If alcoholic drink is to be sold, the Hirer must be responsible for ensuring that NO alcohol is sold to or consumed by any person under the age of eighteen.

If any problems occur during an event, the Hirer must contact Julie/Steve Hatherall on 07857 310 624 or Mary Case on 01793826038 immediately.

Payment Arrangements

The hire charge will be that applicable at the date of hire in accordance with the current tariff. The booking-rates are per session and are reviewed annually but the Committee reserves the right periodically to alter rates.

Payment to be made as follows:

The full hire charge together with a booking form should be sent **no later than 4 weeks** prior to the booking day. Cheques should be made payable to "SMRA" and sent to The Booking Clerk.

If you are hiring the hall for a party or function or it involves an overnight stay, we also require a **separate £50.00 'bond' cheque** (the charges applicable will be indicated on the booking form). Please note the cheque will not be returned (it will be destroyed if all conditions are met) and will only be cashed if there is damage or extra cleaning involved. You will be informed of our intention prior to us cashing the cheque.

Any errors or cancellations should be immediately notified to the Booking Clerk.

Cancellation by the Hirer

Hirers are required to give the Booking Clerk a minimum of 4 weeks notice either of occasional cancellation, or termination of the Hiring Agreement.

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Email: j_hatherall@yahoo.co.uk

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If the Hirer cancels the booking before the date of the event and the Hall is unable to conclude a replacement booking, the Committee may, at its discretion, require a further payment of hire fees or withhold part of the hire charge already paid.

Cancellation by the Hall

The Village Hall Management Committee reserves the right to cancel a hiring by written notice to the Hirer in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or, the Village Hall Management Committee reasonably considers that:

- a) such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- b) unlawful or unsuitable activities may take place at the premises as a result of the hiring, or
- c) the premises have become unfit for the use intended by the Hirer or
- d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Hall shall not be liable for any resulting direct or indirect loss or damages whatsoever.

Access

The Booking Clerk prior to the booking will open the Hall for use. If keys are to be collected this should be arranged in advance with the Booking Clerk direct.

The key must be returned immediately after the hiring is finished unless other arrangements have been agreed.

The loss or late return may render The Hirer liable for additional charges.

Parking

Cars must not be parked at the entrance to the Hall except for loading and unloading. Parking is provided in the Village Car Park next to the School. No cars should be parked along the roadside on Vicarage Lane under any circumstances

Heating and Hot Water

The boiler is located in the Kitchen and should not be tampered with. If for any reason it does not appear to be working please contact the Caretaker. The Heating in the Hall is installed with a timer, which will be set in advance by the Caretaker to ensure that the Hall is a suitable temperature for bookings. The timer is located next to the Fire Exit and has a digital display, which features the ACTUAL temperature of the hall; this can be adjusted temporarily using the

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push buttons up or down. Please do not adjust the clock timers. Under NO circumstances turn the Power Off to the individual heaters.

Hot Water is provided constantly via the boiler.

Furniture & Equipment

Please ensure that you bring the following equipment as the Village Hall Management Committee does not provide these as standard:

Washing up liquid/kitchen cleaner
Dish Cloths
Tea Towels
Rubbish Sacks

All breakages are to be reported and a charge will be made for their replacement. It would be appreciated if faults, e.g. light bulbs, could also be reported or recorded in the 'Report Book' kept in the kitchen drawer below the oven.

No hall property should be removed from the premises without the prior permission of the Village Hall Management Committee.

Hirers must ensure that all lights are turned off before leaving (except external security lights). The kitchen should be checked to ensure that taps, electrical equipment are all turned off and refrigerator emptied. Also a check made of the toilets.

Cleaning

Before leaving please refer to and complete the attached Cleaning Checklist, this must be completed to ensure a full deposit refund. The checklist should be left in the hall and will be collected by the Booking Clerk. If the Hirer is to lock up and return the keys they should hand in the Checklist with the keys. **YOUR DEPOSIT WILL BE FORFEIT IF THE CLEANER DEEMS THE HALL TO BE UNSATISFACTORY AFTER YOUR HIRE. You will be informed of the decision prior to the cheque being banked.**

Rubbish

All rubbish incurred during the hiring of the hall must be taken away with you at the end of the hiring period and not left in the village hall dustbin. Your deposit will be forfeit if the rubbish is left at the hall.

Windows & Doors

All Fire Exit Doors must be kept clear at all times.

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No chairs or obstructions should be placed in front of the Emergency Exits.

Storage

No items whatsoever are to be left in the building except by permission of the Village Hall Committee.

Noise

As the Hall is in a residential area, music and noise must be kept down to a reasonable level and not disturb the residents.

The premises **MUST** be vacated and all noise cease by midnight.

Smoking

Smoking is prohibited in the Hall and garden.

Accidents

Any accidents which may occur should be logged in the Accident Book kept in the kitchen drawer under the oven. There is also a basic First Aid Kit in this drawer.

Licenses

It is a condition of the Village Hall License that the Hall is vacated by 12.00am. Failure to observe this requirement may result in the Village Hall losing that License and future use may be prohibited.

If you are serving or using Alcohol on the premises you are required by law to obtain a TEN (Temporary Event Notice). To apply for one of these you need to contact the Licensing Team at Swindon Borough Council on 01793 466109 or email licensing@swindon.gov.uk. You are required to give them 10 working days notice before the event but the counter-signed notice will be returned to you as soon as it is received. This will probably enable you to give the Booking Clerk sight of the counter-signed notice at least 5 working days before the event, which is a condition of hire. The responsibility for ensuring that the requirements of the Licensing Act 2003 are met falls on the holder of the Temporary Event Notice and the holder must therefore understand them. The holder of the temporary event notice has a legal responsibility to ensure orderly conduct and should make arrangements with other people to assist them in achieving that. The holder of the Temporary Event Notice and any assistants will not be able to carry out these obligations effectively if their judgement is affected by the consumption of alcohol. It would be sensible if the holder of the Temporary Event Notice was

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present for the whole period of the temporary event. Please advise the Booking Clerk if you think that you may need a TEN.

If the Bar for the event is being run by a local Pub, the Pub will have its own Personal License holders and therefore you can hand over the responsibility to them.

Restrictions

Bringing fireworks into or ignition of fireworks in the Hall or grounds is expressly forbidden.

NO ball games are allowed inside or outside the Hall without prior agreement with the Village Hall Committee and must be properly supervised at all times.

The Village Hall is in constant use by many people. The Hall Committee requests observance of the 'Conditions of Hire' by all Hirers to ensure the smooth running and proper use of facilities to the advantage of all.

The Village Hall Management Committee reserves the right to change these Terms & Conditions at any time at their discretion.

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FIRE SAFETY CONDITIONS

The person hiring the Hall is responsible for Fire Safety while in the Hall.

ALL ELECTRICAL EQUIPMENT BROUGHT INTO THE HALL BY A HIRER MUST HAVE A VALID PAT CERTIFICATE.

THE HALL IS A NON-SMOKING AREA.

Check List for Hirers:

Before admission of the public ensure that;

1. All exit doors are unlocked and the push-bar mechanism tested and in good working order.
2. ESCAPE ROUTES ARE FREE from obstruction and available for use.
3. Any fire doors are CLOSED and NOT wedged or propped open.
4. Fire fighting equipment IS in place and unobstructed. (Extinguishers must not be removed from walls and used as door stops – Fire Doors must not be propped open).
6. There is no obvious fire hazard in, or near, the building.

At start of function;

1. Make group/audience aware of position of Fire Exits.

At end of function;

1. Search for signs of fire
2. Check cooker is turned off and ALL electrical appliances are turned OFF and unplugged.
4. Turn out all lights.
5. Close all internal doors.
6. Secure all outside doors.

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