



ALDBURY MEMORIAL HALL

Standard and Conditions of Hire

Binding Agreement: Submission of a booking request via Hallmaster constitutes acceptance of these terms. A contract is formed only upon written confirmation. The Hirer (aged 18+) must be present throughout the hire.

1. Booking, Access & Capacity

- 1.1. Times: The hire period must include time for setup and clear-down. Unauthorised overruns will be charged at the hourly rate.
- 1.2. Access: Access details (keys/codes) will be provided upon full payment. The Hirer is responsible for securing all doors/windows and returning keys. Lost keys incur a £50 replacement charge.
- 1.3. Capacity: Maximum limits: 100 standing; 80 seated; 65 with tables
- 1.4. Age Restriction: Teenage parties are not permitted.

2. Finance & Cancellations

- 2.1. Payments: Full payment via PayPal within 7 days of invoice. The Committee reserves the right to request a refundable damage deposit.
- 2.2. Cancellations: Full refund if cancelled >7 days before event. Within 7 days, a fee applies. The Committee may refuse or cancel bookings if they present a risk of serious nuisance, material or reputational harm or limit hiring for other purposes.

3. Safety & Compliance

- 3.1. Health and Safety Policy: Users must abide by the Hall's Policy
- 3.2. Fire Safety: Fire exits must remain unobstructed. Prohibited: Smoking/vaping, naked flames, candles, incense sticks, smoke machines, pyrotechnics, and indoor BBQs. The Hirer must familiarise themselves with exit routes and extinguishers and 'in case of emergency' instructions.
- 3.3. Electrical: All electrical equipment brought in must be in good working order. Do not overload sockets.
- 3.4. Safeguarding: Hirers must be aware of our policy on Child Protection and Vulnerable Adults. Where appropriate hirers will need valid DBS certificates and a safeguarding policy, available for inspection on request.
- 3.5. Heating: Required temperatures are requested at the time of booking, managed remotely and should not be over-ridden by use of any controls at the premises. No unauthorised heating appliances can be used on the premises.
- 3.6. Equipment Failure: Must be reported to the Booking Secretary.
- 3.7. Accidents: All accidents need to be recorded in the accident book (kitchen) and reported to the booking secretary.



4. Use of Facilities

- 4.1. Decorations: Hirers must not make alternations to the property. No blu-tack, tape, pins, or fixings on walls/woodwork. No confetti (inside or out). No bouncy castles/inflatables without specific insurance and prior consent.
- 4.2. Alcohol & Food: No sale of alcohol without written consent and securing a Temporary Event Notice from the council. Hirers are responsible for food hygiene. Deep-fat fryers are strictly banned.
- 4.3. WiFi & Tech: WiFi is provided without guarantee of service. Illegal downloads or streaming copyrighted content is prohibited. CCTV may be in operation for security purposes. Users may not download or transmit material that constitutes a criminal offence. Trustees have the right to cancel or limit Wifi provision.
- 4.4. Animals: Only assistance dogs are permitted unless prior written consent is given.
- 4.5. Floor protection: No studs on boots or shoes to be used in the main hall. Adequate protection to applied to the floor to ensure its appearance and spills to be mopped and dried immediately to avoid damage to the block floor.
- 4.6. Noise: Hirers will make minimal noise on arriving and departing from the hall especially in early mornings and late evenings.
- 4.7. Animals: Guide Dogs, Hearing Dogs and Assistance Dogs are allowed on the premises. No other animals are allowed without permission of Trustees.

5. Liability & Legal

- 5.1. Indemnity: The Hirer is liable for all damage (including WiFi misuse), third-party claims, or nuisance. The Hirer must indemnify the Committee for insurance excesses or losses not covered by the Hall's policy.
- 5.2. Data: Booking data is stored. Hirers must comply with GDPR for any attendee data they collect. Assignment: Sub-hiring is strictly prohibited. Committee members may enter the hall at any time to inspect the hire.
- 5.3. Licensing: Hirers must not contravene the law in respect to music, filming, betting and gaming. The Hall permits the playing of live and recorded music and holds Performing Rights Society (PRS) and Phonographic Performance Licenses. (PPL)
- 5.4. Hirer's Equipment: All equipment brought to the premises is the responsibility of the hirer and maybe disposed of at Trustee's discretion if left after the hire period.

6. Flyers

- 6.1. Distribution of flyers or unauthorized advertisements are not permitted.

7. Sales

- 7.1. If selling goods you must comply with Fair Trading Laws.

8. Conduct

- 8.1. Hirer's are responsible for the appropriate conduct of their clients and guests whilst on the premises and immediate vicinity of the hall. Anyone influenced by alcohol or drugs and/or behaving in a disorderly, abusive or violent way should be removed from the hall and arrangements made to escort them home/away from the village.

9. End of Hire Checklist (Required for Deposit Return/Avoidance of Charges)

- All rubbish removed from site (do not leave in hall bins).
- Floors swept; kitchen surfaces and tables wiped clean.
- All furniture returned to original positions.
- Heating and lights turned off (including in the toilets); all windows and doors locked.
- Any accidents recorded in the kitchen accident book.