

TERMS AND CONDITIONS FOR BOOKINGS AT

CLAYTON VILLAGE HALL

1)To make a booking:-

All queries relating to the booking in the first instance should be directed to the Booking Co-ordinator. Clayton Village Hall is run by the registered charity Clayton Community Association. The objects of the charity stipulate it is for the use of the residents of Clayton and the surrounding areas without distinction of political, religious or other opinions. The Association has the right to refuse any application without giving a reason.

2)Payments for bookings:-

For one off bookings a non-returnable deposit of £20 is required and then the balance is due one week prior to the date of the function when confirmation is required. For regular bookings payment is required on a monthly basis, the first payment is due in advance followed by monthly payments thereafter. When a booking has been confirmed the hirer will be responsible for payment for each of the dates booked even if for some reason the room is not used. The room may be cancelled a week before the date and then there will be no charge. In the event of adverse weather conditions, if the hirer makes the decision to cancel the class or activity and notifies the Bookings Co-ordinator.(tel 07734 513652) the hirer will not be charged for up to 2 bookings per year as a result of short notice cancellations because of adverse weather conditions.

3)Clearing Up;

At the end of the **booked time** please leave the premises in a clean and tidy manner, putting all waste in the bins and furniture and equipment returned to the correct places as at the beginning of the letting. Where appropriate the kitchen must also be left clean and tidy. Any **overstay** after the booked time will be deducted from the bond on a pro-rata basis for the agreed hourly rate or for regular hirers invoiced as an additional item.

4)Drink:-

In line with our liquor licence, no alcohol can be brought on to the premises. All wines, beers and soft drinks must be purchased from the bar for functions in the Victoria Suite. In the event of the hirer supplying his/her own drink for toast purposes, a corkage charge will be levied. This is currently (2023) £1.50 per bottle.

5) Use of Clayton Village Hall for Catering :-

Clayton Village Hall will provide clean and well maintained equipment, cleaning materials, disposable cloths, suitable facilities for hand washing and cleaning equipment as required. It is expected users will follow the correct hand washing procedures and wear protective clothing when preparing and serving food. Separate chopping boards for raw and cooked food are provided. Please note there are no fridges or freezers available for use by hirers. In preparing and serving food at Clayton Village Hall please ensure procedures as set out by the Food Standards Agency are followed. More information is available at www.food.gov.uk/business.

6)Loss, damage and safety:- A cash refundable bond is payable for all single events. The bond is £200 when using the Victoria Suite and £100 for the Ken Hartley Hall. The hall shall only be used for the purpose stated at the time of booking and the number of people admitted shall be in line with police and fire regulations. Should there be any damage to the building, furniture, equipment, or the building is left needing extra cleaning, this is the responsibility of the hirer, and the cost of making good the damage or cleaning up will be invoiced to the hirer or deducted from the bond, or the bond may be forfeited. Clayton Village Hall, on behalf of Clayton Community Association, will not be responsible for the safe custody of the hirer's property.

No electrical fittings or appliances may be altered or removed. Any additional appliances can only be used with the agreement of the Bookings Co-ordinator.

The hirer is responsible for making any insurance arrangements necessary for their particular activity and this includes use of a bouncy castle, which must not be more than 8 feet tall.

7)Signing in and out:-

The leader of the hirer needs to sign in and out using the book in the entrance hall. They also need to keep a register of attendees and they also need to identify 2 people who can check the toilets in the event of the fire alarm sounding. If the function is upstairs and there are members with poor mobility they need to ensure there is a buddy to assist that person in the use of the Evac Chair. The lift cannot be used in those circumstances.

8)Risk Assessments:-

All hirers must undertake a risk assessment, of the rooms they are hiring, at the start of any letting. They need to alert the booking co-ordinator of any perceived risks.

9)First Aid Box and Accident Book:-

There is a First Aid box in the downstairs toilet (and the kitchen and bar, if these are available during the hire). Inside the box there are forms taken from the accident book. Please complete these in the event of an accident. If supplies from the box, or the forms are used, please notify the Bookings Co-ordinator. (tel 07734 513652)

10)Security:-

It is the responsibility of the hirers to ensure the front door latch is dropped when evening meetings are in progress, to prevent unauthorised visitors, and that all outside doors are securely locked when the premises are vacated.

11)Smoking

Smoking and vaping are not allowed anywhere in the Village Hall.

12)Bouncy Castle

You are welcome to use a bouncy castle in the Ken Hartley Hall, so long as it is not higher than 8 feet. Please make sure the Bookings Co-ordinator is aware of this. You will be asked to sign a form giving specific instructions about using a bouncy castle. This is on the advice of our insurers.

13)Parking and Antisocial behaviour

The Village Hall is located in a residential area surrounded by private houses. Hirers are asked to consider the local residents when they choose their parking arrangements. Attached to these Terms and Condition is a map showing the best and worst places to park.

Due to the proximity of local residents NO fireworks of any description are allowed in the building **or** in the grounds. The use of loud music, bands or other noises that are likely to be considered as antisocial behaviour are also NOT allowed. Please respect our neighbourhood.

14)Keys:-

If making a series of bookings, a set of keys for the relevant rooms will be issued on payment of a £15 deposit. This £15 is returnable when the room is no longer required and the keys are returned.

15)Comments :-

We want to improve the quality of the service we provide. We would therefore be grateful if you could give us any information about ways we could do things better.

Updated April 2023 VHDocs