

# **NETHER WALLOP VILLAGE HALL** **TERMS AND CONDITIONS OF HIRE**

## **INFORMATION ABOUT HIRING THE HALL**

### **Background**

The Nether Wallop Parish Hall is owned by the Nether Wallop New Village Hall Trust (NWNVHT) and is a community facility run by the Nether Wallop Parish Council (NWPC) under the terms of a Memorandum of Understanding between NWPC and NWNVHT for the benefit of the residents of the parish. NWPC is tasked to make the Hall available for hire at reasonable rates that cover the costs of running, maintaining and improving the Hall as necessary.

The building contains a main hall, a kitchen, toilets and storage facilities. It has modern support facilities, including disabled access and parking, Satellite TV, Wi-Fi and an audio-visual system and screen.

### **Use of the Hall**

The premises are licensed by Test Valley Borough Council for indoor sporting events, live music, recorded music, dancing and the provision of entertainment events. These activities are licensed to take place between 10.00 am and midnight each day. A copy of the full licence is displayed in the foyer of the Hall. The Hall is also licensed for the sale of alcohol.

The Hall can also be used by individuals, community groups, clubs, businesses and schools for meetings, presentations, conferences, private parties, children's parties and outreach services. The Hall may also be hired by parishioners of neighbouring parishes with the agreement of the NWPC. The Hall cannot be hired by persons under the age of 21.

The number of people permitted on the premises at any one time is not to exceed in the Hall:

- Dances: 90 persons.
- Closely seated: 85 persons.

### **Facilities:**

- Use of the kitchen, toilets, stores, heating and lighting, chairs and tables.
- Sound and screen facilities on request. \*
- Alcohol Licence on request and subject to approval. \*                      \* =extra fee chargeable for these services.

### **Charges for Hiring the Hall**

A list of the current charges is set out below. Residents of the parish of Nether Wallop qualify for lower charges than residents of other organisations, parishes and villages.

### **How to Book the Hall**

Telephone or email the Hall Bookings' Manager to see if the Hall is available on the date that you want or check the [Calendar](#) on the Website (see below), read the [Terms and Conditions of Hire](#) set out on the next two pages and then submit a completed [booking form](#) together with the appropriate fee to the Hall Bookings' Manager.

NWPC oversees the booking arrangements and has the right to refuse bookings where it is thought to be necessary.

### **Address of the Hall Bookings' Manager**

**NW Hall Bookings**  
The Trout  
Nether Wallop  
Stockbridge  
SO20 8EW

Telephone: **01264 781072**  
  
Email:  
nwpc.village.hall@gmail.com

Booking Forms are available from the Hall Bookings' Manager or can be downloaded from the NWPC website:  
[www.netherwallopparishcouncil.uk](http://www.netherwallopparishcouncil.uk)

For the purposes of these conditions the term 'Hirer' shall mean an individual hirer, or where the Hirer is an organisation, its authorised representative.

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### **General Conditions of Hire**

The Hall cannot be hired by persons under the age of 21.

The Hall is licensed for the sale of alcohol and a fee of £10 to help cover the costs of the annual licence fee is charged. Alcohol provided by the Hirer may be consumed if not sold. Alcohol is not to be consumed on the premises by persons under 18 years of age. If alcohol is sold (or included as part of an entrance fee), the Hirer must comply with the Licensing Act 2003 as outlined in the summary of responsibilities form attached to the booking agreement.

No smoking is allowed in the building. No fireworks are allowed in the building or its immediate surroundings. The use of decorative glitter is not permitted, and the use of party poppers or confetti prohibited due to the difficulties in cleaning up after the event.

No inflatables, such as bouncy castles, are permitted in either inside or outside the building. Gazebos and folding chairs are not permitted to be used at the premises, and if any electrical cables are to be used, they should be covered with the cable covers located in the table storage room.

Persons using the garden must keep to the paved or grassed areas.

Before leaving the building, the hirer is to ensure the service hatch is down, and that all Fire Doors are closed.

### **Booking the Hall**

Bookings and arrangements for the collection of keys must be made by filling in the booking form provided and returning it to the Hall Bookings' Manager within 14 days of a first enquiry. Bookings are confirmed on receipt of the booking fee and the deposit 14 days before the date of the event.

Full payment of the booking fee and the deposit, if appropriate, must accompany the booking form when it is returned.

If the Hirer wishes to cancel their booking within the 14 days before the date of their event, the question of repayment of the hiring fee and the deposit is at the discretion of the Parish Council.

All block bookings will be subject to an initial three-month trial period and will be reviewed on a regular basis by the Hall Bookings' Manager.

### **Main Responsibilities of the Hirer**

The Hirer, during the period of hiring, will be responsible for:

- a. The supervision of the premises,
- b. The fabric and contents of the Hall,
- c. The care, safety and behaviour of all persons using the premises, whatever their capacity, and
- d. Car-parking arrangements so as to avoid obstruction of The Square, Church Lane, the High Street and other nearby public roads. Particular care should be taken to ensure that Emergency Vehicles may pass through The Square unimpeded throughout the Hire Period.

### **Supervision of the Premises**

The Hirer shall only use the premises for the stated purpose of hiring during the agreed period of hiring.

The Hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything that may endanger the premises or those using the premises, or invalidate the premises licence or any relevant insurance policies.

The Hirer shall ensure nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

The Hirer shall ensure that any electrical appliances brought in to the premises shall be used properly, be safe, in good working order and comply with current regulations.

The Parish Council permits the Hirer to occupy the premises 30 minutes before and 30 minutes after the booked times for the purpose of setting-up and cleaning. Any extra time is charged at the hourly rate.

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### **Fabric and Contents of the Hall**

The Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition. Also any contents temporarily removed from their usual positions should be properly replaced; otherwise the Parish Council shall be at liberty to make an additional charge.

The Hirer shall leave the premises properly locked and secured. Keys are to be collected from and returned to the Hall Bookings' Manager.

The Hirer is responsible for any damage or loss however caused to any part of the premises, the furnishings, fixtures, fittings and contents covered by this agreement.

The Hirer agrees to reimburse all costs arising from such damage or loss and to insure his or her own personal effects.

The Hirer shall pay a Deposit of £100.00<sup>1</sup> in case of damage to the premises or the furniture, fixtures or fittings and in case extra cleaning is required. The sum required by this clause shall not be the limit of liability of the Hirer to the Parish Council in the event of damage to or misuse of the premises or the furniture and fittings.

The Bookings' Manager or Clerk will return the Deposit within 14 days after the period of hire has expired providing:

- a. No damage was done to the property, the fittings or furnishings during the event,
- b. The Hall and surrounding area are left in a clean, tidy condition with tables and chairs stacked and put away as per instructions in the hall.
- c. The floor should be swept throughout, and the kitchen bin should be emptied and a new bin liner put into the black refuse bin. Full biner liners are to be tied and put into the refuse bin at the back of the hall.
- d. Tea towels (if used) should be taken home to be washed and dried before returning to the Bookings' Manager.
- e. The keys are returned in accordance with the arrangements made.

An inspection of the premises by the Parish Council's representative will be made if necessary after a booking has been completed to ascertain the state of the premises.

### **Care, Safety and Behaviour of all Persons using the Premises**

The Hirer shall comply with the terms of the Hall Licence which is displayed in the Hall lobby.

The Hirer must conduct his own risk assessments for using the hall, but especially a fire risk assessment and appoint a fire warden who will be in the Hall during the Hire Period. The Hirer shall ensure that he or she is aware of the location and use of fire equipment, the escape routes, their proper operation and the need to keep escape routes and doors clear. The muster point for an evacuation of the hall is the driveway of The Old Forge, The Square, Nether Wallop, SO20 8EX.

A sign in sheet shall be kept and made available to the Fire Service in the event of evacuation to ensure all persons are accounted for. Spare copies of blank sheets are available in the kitchen.

The Hirer shall, if preparing, serving and/or selling food, observe all relevant food, health and hygiene legislation and regulations. If the Hirer arranges sub-contracts for the supply of food and drink, he or she shall ensure that the sub-contractor complies with these regulations.

If the Hirer has booked the premises for public entertainment there must be adult supervising staff in attendance in case of fire or other emergency. The appropriate number is 3 for adult functions. For children's functions the Hirer must ensure that adequate parental supervision is provided in accordance with current legislation.

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<sup>1</sup> The deposit should be paid by a separate bank transfer, or by a Card Payment at the time of key collection.

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No shoes with metal studs or tap-dancing shoes are to be worn in the Hall. Dogs (except assistance dogs) are not allowed in the Hall.

The Hirer shall ensure that the minimum of noise is made on arrival and departure.

### **NETHER WALLOP VILLAGE HALL - HIRE CHARGES**

(Applicable from July 2022)

	<b>Rate per Hour</b>	<b>Up to 7 hours</b>
<b><u>Hall &amp; Kitchen</u></b> (including chairs & tables) Parish Resident General Public (outside parish)	£8.00 £12.00	The rate includes 30 minutes to prepare the room(s) beforehand and 30 minutes after use to clean and handover the room(s)
<b><u>Sound System and Screen</u></b> Parish Resident General Public (outside parish)	£1.00 £2.00	additional to hourly hire charges
	<b>Day Rate</b>	<b>Any 8 Hours</b>
<b><u>Hall &amp; Kitchen</u></b> (including chairs & tables) Parish Resident General Public (outside parish)	£60.00 £90.00	For example:  10.00 am to 6.00 pm or 2.00 pm to 10.00 pm
<b><u>Sound System and Screen</u></b> Parish Resident General Public (outside parish)	£8.00 £16.00	additional to hourly hire charges
	<b>Overnight Rate</b>	<b>24 Hours</b>
<b><u>Hall including Kitchen</u></b> Parish Resident General Public (outside parish)	£110.00 £160.00	Normally this is:  2pm on the first day to 2 pm on the second day
<b><u>Sound System and Screen</u></b> (in addition to above hire charges) Parish Resident General Public (outside parish)	£10.00 £16.00	
	<b>Weekend Rate</b>	<b>48 Hours</b>
<b><u>Hall including Kitchen</u></b> Parish Resident General Public (outside parish)	£160.00 £260.00	Not before 2 pm on Friday to 2 pm on Sunday
<b><u>Sound System and Screen</u></b> Parish Resident General Public (outside parish)	£15.00 £20.00	additional to hourly hire charges
	<b>Flat Rate</b>	
<b><u>For all Events where Alcohol will be sold</u></b> (including those where alcohol is included in the price of a ticket)	£10.00	

#### **Deposit**

A Deposit of £100 is required for all bookings made by non-residents of the parish. See the Terms and Conditions of Hire for more details.

#### **Block Bookings and Large Events**

These should be discussed with the Hall Bookings' Manager before a booking is made.