

THORNTON-IN-CRAVEN VILLAGE HALL (TiCVH)

TERMS & CONDITIONS FOR HIRE

The following terms and conditions are applicable for all bookings at TiCVH unless any specific conditions have been waived in writing in the booking confirmation email.

Further information, including documents - www.thorntonincraven.co.uk/village-hall

Email - bookings@thorntonincraven.co.uk

1. Booking

- 1.1. The Hirer must check the [bookings calendar](#) to see that the booking date and time are free.
- 1.2. All booking enquiries must be made using the online booking enquiry form.
- 1.3. The person or organisation named on the booking enquiry form, or booking email, shall be considered the Hirer and the responsible person.
- 1.4. Where this is an organisation, the person making the booking confirms that they do so with the full authority of the organisation.
- 1.5. The Hirer shall not assign the booking to any other person or organisation.
- 1.6. The person making the booking must be a responsible adult over 18 years of age.
- 1.7. Hire charges are specified on the completed online booking enquiry form or as agreed by TiCVH.
- 1.8. The Hirer must carefully read the terms and conditions before submitting the booking form.
- 1.9. If the Hirer has any questions relating to their booking conditions then they should contact TiCVH.
- 1.10. Bookings are only considered confirmed when the Hirer receives a confirmation email from TiCVH. The bookings calendar will then be updated.
- 1.11. All bookings must be fully paid at least 14 days before the event. Late payment may result in a booking being cancelled and the booking period made available for rehire.
- 1.12. A damage deposit may be requested depending on the type of booking and party size. Such a booking will only be confirmed when the deposit has been received.
- 1.13. TiCVH may refuse a booking enquiry without stating a reason.
- 1.14. Village organisations shall have a priority over other bookings, but no organisation shall be considered to have an undisputed right to a recurring booking.
- 1.15. In order to comply with General Data Protection Regulation (GDPR), effective from May 2018, TiCVH requires the consent of any potential or actual hirers of the Hall who give personal information in their booking form. Only relevant information is requested in order to facilitate your hire. Your personal information data will never be shared with a third party. If you are a hirer and complete a booking form, you are consenting to us holding and using your data in this way. You may request its amendment or deletion at any time.

2. Cancellations

- 2.1. If the Hirer cancels 14 days before the booking by email, then the booking charge will be refunded in full.
- 2.2. If the Hirer cancelled within 14 days of the booking by email, then only a part refund may be given.
- 2.3. A deposit will be fully refunded if informed 28 days before the booking and 50% refunded if cancelled within 28 days of the booking.
- 2.4. TiCVH reserves the right to cancel a booking by email, if necessary, by short notice, in the event of the hall being required for use as a polling station, in which case the Hirer will receive a full refund.

THORNTON-IN-CRAVEN VILLAGE HALL (TiCVH)

TERMS & CONDITIONS FOR HIRE

3. Restrictions

- 3.1. Light weight decorations may only be hung from the provided hooks on the walls.
- 3.2. Decorations must not be secured using drawing pins or anything that penetrates the surface.
- 3.3. No Blu-tack or sticky tape may be used on painted plaster walls.
- 3.4. Equipment brought onto the premises for use during the booking, which is powered from an electrical socket, must be safe, in good working order, used according to the manufacturer's instructions.
- 3.5. Animals are not allowed inside the premises with the exception of assistance dogs.
- 3.6. The Hirer shall ensure that highly flammable substances are not brought into, or used on the premises and no internal decorations of a combustible nature.
- 3.7. Smoking of tobacco or vapes/e-cigarettes is not permitted in any part of the premises and the responsibility of enforcement is with the Hirer.
- 3.8. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- 3.9. Alcoholic drinks may be brought and used by the Hirer. The sale of alcoholic drinks will only be permitted where this has been stipulated on the booking form and agreed by TiCVH.
- 3.10. Alcoholic drinks can only be consumed inside the premises and not outside.
- 3.11. No alcohol is sold to or consumed by children under the age of 18. If in doubt proof of age is to be sought.
- 3.12. No events may be advertised stating the availability of alcoholic drinks for sale.
- 3.13. The Hirer should consider and make their own arrangements for adequate insurance cover for their event in respect of damage or loss of property or injury to persons arising during their booking. The hall is covered by an insurance policy, a copy of the current certificate is available online.
- 3.14. Approval in writing from TiCVH is required for any proposed party equipment such as bouncy castle, slides.
- 3.15. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. The Hirer should ensure that they have the appropriate copyright licences for film.
- 3.16. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the current Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. TiCVH reserves the right to request the Hirer to provide a copy of their DBS check and Child Protection Policy.
- 3.17. The Hirer is responsible for complying to all Public Health legislation and guidance that relates to the control of viral pandemics or diseases and to take reasonable precautions to mitigate the spread of infection.

4. Licences

- 4.1. TiCVH holds a Premises Licence with Craven District Council authorising the following regulated entertainment and days/times.

| Activity (indoors only) | Days | Times |
|-------------------------|------------|------------------|
| Performance of a play | Mon to Sun | Noon to midnight |
| Exhibition of films | Mon to Sun | Noon to midnight |

THORNTON-IN-CRAVEN VILLAGE HALL (TiCVH)

TERMS & CONDITIONS FOR HIRE

| | | |
|--|----------------------------------|--|
| Performance of live music | Mon to Sun | Noon to midnight |
| Performance of recorded music | Mon to Thurs Fri & Sat Sun | Noon to midnight Noon to 1:00am Noon to midnight |
| Performance of dance | Mon to Sun | Noon to midnight |
| | Mon to Sun | Noon to 10:00pm |
| Provision of facilities for dancing | Mon to Thurs Fri & Sat Sun | Noon to midnight Noon to 1:00am Noon to midnight |
| Late night refreshment | Mon to Sun | 11:00pm to 2:00am |
| The sale by retail of alcohol for consumption ON the premises only | Mon to Thurs Fri & Sat Sun | Noon to midnight Noon to 1:00am Noon to midnight |

- 4.2. The Hirer will ensure that they comply with the start and end times of any applicable licensable activity relating to their booking, as shown above.
- 4.3. TiCVH holds a PPL PRS licence, which allows the Hirer to legally play music through the radio, TV, other digital devices and live performances.
- 4.4. TiCVH holds a TV licence.

5. During Hire period

- 5.1. The Hirer will be sent the key safe code and Wi-Fi password a few days before the booking.
- 5.2. A representative from TiCVH will be present at the beginning of the vent to help new Hirers.
- 5.3. The Hirer may only enter the premises at the time specified on the booking form.
- 5.4. The number of people in the premises must be monitored and cannot be greater than 130 with most people standing, which is the maximum number permitted for safe evacuation.
- 5.5. The Hirer, or authorised representative, must be present at all times during the booking and ensure that the terms and conditions are observed.
- 5.6. The Hirer must familiarise themselves and comply with the premises licence, health and safety and emergency procedures.
- 5.7. The Hirer shall not use the premises for any purpose other than that described in the booking form and shall not sub-hire or allow the premises or car park to be used for any unlawful purpose.
- 5.8. The Hirer is responsible for the conduct of all persons attending the booking and must take all steps to prevent any disorder or unruly conduct on the premises and/or curtilage.
- 5.9. All persons under the age of 18 years attending the booking shall be supervised by responsible adults.
- 5.10. The Hirer will monitor noise levels inside and outside the premises so as not to disturb local residents.
- 5.11. No exit may be blocked or impaired by any means.
- 5.12. The Hirer must ensure that any cars associated with the event are not parked in a way that obstructs public roads or on private property.
- 5.13. All external doors must be closed, as well as all windows after 10pm to prevent noise nuisance.

THORNTON-IN-CRAVEN VILLAGE HALL (TiCVH)

TERMS & CONDITIONS FOR HIRE

- 5.14. All electrical appliances and extensions brought onto the premises for use shall be safe and in good working order.
- 5.15. No smoke machines can be used on the premises.
- 5.16. The central heating system is controlled by a thermostat located in the main hall and can be adjusted to raise or lower the room temperature. The heating on/off timer and thermostat temperature will be programmed before the booking by TiCVH.
- 5.17. The Hirer shall not tamper with the Wi-Fi network infrastructure.
- 5.18. The Hirer may connect to the Wi-Fi and stream music through the audio system.
- 5.19. The Hirer shall not use the broadband internet service for commercial purposes.
- 5.20. The Hirer shall not use the broadband internet service to view or download anything which may be illegal or considered offensive.
- 5.21. TiCVH reserves the right to inspect any event and request changes to be immediately made or the event stopped.

6. End of Hire

- 6.1. The Hirer will vacate the premises at the time specified on the booking form.
- 6.2. The premises and curtilage must be left in a clean and tidy condition and in the same condition as at the start, using where necessary the provided vacuum cleaner, brushes and cleaning cloths.
- 6.3. Any temporary decorations and/or property belonging to the Hirer and/or their guests, must be carefully taken down and removed from the premises.
- 6.4. TiCVH cannot accept responsibility at any time for items and clothing left in the premises or curtilage.
- 6.5. Any folding tables and chairs used must be collapsed and returned to their original location, ensuring they are safely stacked.
- 6.6. If the TV and projector have been used then they must be switched off using their remotes.
- 6.7. Any glasses and crockery used should be placed in the dishwasher, which should be set to clean before leaving. If the dishwasher is full then they should be washed by hand.
- 6.8. Used tea towels should be left out.
- 6.9. Any rubbish should be bagged and placed in the waste bins outside.
- 6.10. The waste bins must not be filled with empty glass bottles after 10pm to prevent noise.
- 6.11. All internal doors must be closed, as well as all windows.
- 6.12. Any damage or faulty equipment must be reported to TiCVH.
- 6.13. If there has been an accident on the premises during the booking then the Hirer must report it using the Accident book located behind the bar and inform TiCVH.
- 6.14. All taps, including downstairs toilets, should be checked that they are closed and not dripping.
- 6.15. All lights must be switched off in the bar area and hall, including the lights in the corridor and toilets downstairs.
- 6.16. When vacating late at night the Hirer must ensure that there is the minimum of noise.
- 6.17. The door key must be placed in the key safe and the code randomised.
- 6.18. An additional charge may be applied to recover costs when TiCVH considers that the End of Hire conditions have not been fully complied with.

THORNTON-IN-CRAVEN VILLAGE HALL (TiCVH)

TERMS & CONDITIONS FOR HIRE

7. Acceptance

- 7.1. The act of submitting the booking enquiry form is dependent on the Hirer opening this document and reading the terms and conditions, which infers that the Hirer accepts them and will abide by them and will ensure that those who use the premises in conjunction with their booking act in accordance with them.