

Bishop Wilton Village Hall and Playing Fields Association
Worsendale Road, Bishop Wilton, East Yorkshire, YO42 1ST
Registered Charity No. 1050047

Letting Agreement

Thank you for showing your interest and intention to hiring Bishop Wilton Hall and/or Sports facilities.

As we want your event experience to be a good one, we would please ask that you give close attention to the following detailed terms and conditions of hire which necessitates the safe running of your event and to ensure the ongoing viability of the Hall and facilities for future users and the community.

Please also consider that the Hall is close to residential properties and not suitable for overly noisy events in respect of our neighbours who are also supporters of this great community asset.

In proceeding with your booking, you will be confirming that you have read, understood, and are accepting our policy document including terms and conditions of hire. (copies can be found on the booking page at www.bishopwiltonhall.co.uk)

We look forward to welcoming you to Bishop Wilton Hall!

1. General Conditions of Hire:

- a) You must be over the age of 21 to hire the Hall.
- b) The Hall's total capacity of 120 people will not be exceeded.
- c) We do not accept bookings for 18, 21st or teenage birthday parties.
- d) In adherence to planning conditions the sale of alcohol and playing of music will cease at 11pm Monday to Friday, 12pm on Saturday and 10:30pm on Sunday.
- e) You are responsible for the conduct of all guests to the Hall and we ask they please leave the site quietly and with consideration to our neighbours and residents.
- f) There is strictly to be no consumption of illegal or inappropriate substances inside or outside of the Hall which extends to the local area of the community.
- g) Payment of your hire invoice must be actioned and cleared through our bank account by no later than 10 days before your event or booking date (unless by prior consent of the Trustees).
- h) Any decoration of the hall must not leave any indentation or marks. All fixings must be removed and made good after your event.
- i) All 20 tables, 110 chairs and the 40 sets of plates, cups and saucers can be used and returned to the place found in a clean and dry state. For larger events you will need to make arrangements for additional crockery and cutlery items.
- j) **ALL** young people must be ALWAYS supervised by an adult both inside and outside of the Hall. **ALL** sports or activity groups where children will **NOT** be accompanied by a parent/guardian/carer, an up-to-date copy of the hirer's DBS clearance must be provided at the time of booking, to comply with the Trust's **Safeguarding Policy**. For use as a venue for activities where children **WILL ALWAYS** be accompanied by an adult, written clarification to the Hall will suffice.

General Conditions of Hire (Continued):

- k) The car park has capacity for c.40 cars if managed. Please, unless with prior agreement with the Hall management, parking must be restricted to the car park. If additional parking is required by exception, Hall management will arrange suitable extra parking capacity as appropriate and in conjunction with the access rights of residents.
- l) The hall committee will not be held responsible for the loss or damage of personal and/or belongings of value through the period of your hire of the facilities.

2. Housekeeping

- a) The facility will be clean and tidy when you hire it for your event. Please ensure it is left in as clean and tidy a state as you found it. Likewise, we ask that you respect the surface of the sports area and return it to its originally state at the end of the hire period, by removal of any personal belongings or equipment brought with you.
- b) Should damage be made to the Hall internally or externally, or to the Court surface (over and above normal wear and tear), you will be charged to return it to a satisfactory state as determined by the Hall management.
- c) Please take all rubbish from your event and dispose of it appropriately. We kindly ask that rubbish is not left on site as we do not have sufficient facilities to dispose of it for you.
- d) **NO** mistreatment of the furniture inside or outside of the Hall or of external playing surfaces will be tolerated. **ALL** damage will be charged against to facilitate replacement or repair.
- e) Any calls or website data downloads made from the Hall facility may incur an additional charge in exceptional circumstances.
- f) The terms and conditions of free Wi-Fi usage must be adhered to under the rights and restrictions determined by Hall management.

3. Security

- a) Prior to leaving the venue, all doors **MUST** be closed (including the fire doors) to ensure they are fully locked, and all lights are turned off.
- b) Keys must be returned to the relevant safes, immediately hired use has concluded.
- c) This is a safe and crime free area... however we ask all visitors to the Hall to take care and make safe all personal belongings. Neither the Hall and facilities, the management nor trustees accept any liability for loss of your property or valuables.
- d) Once you access the facility you accept responsibility for the security and well-being of the building whilst in your hire. This extends to liaison with other users if required.

4. Sale of Alcohol

- Sales of alcohol are governed by the Licensing Act 2003.
- We hold a premises license which permits the sale of alcohol under authority of the Hall trustees through The Legislative Reform (supervision of alcohol sales in village halls) Order 2009(section 3)

Sale of Alcohol (Continued):

- Hall Trustees may authorize or decline the sale of alcohol for an event.
- A signed authorization will be required outlining your responsibility on this matter.
- A charge of £25 per event will be payable as a contribution to the cost of premises licensing and administration. This charge is in addition to normal Hall letting fees and is due when the Hall booking is agreed.
- Trustees reserve the right as overall custodians of good practice, to terminate a Hall hiring.
- The following responsibilities apply to all those selling alcohol.
 - awareness of the Licensing Act 2003
 - **NO** alcohol to be sold or delivered to anyone under 18.
 - **NO** alcohol to be sold to anyone who appears drunk or who is buying for someone who appears drunk.
 - **NO** alcohol to be sold after 11pm Monday to Fridays, Midnight on Saturdays, and 10:30pm on a Sunday.
 - Drunk and disorderly behaviour **MUST NOT** be permitted.
 - Smuggled goods **MUST NOT** be sold or kept on the premises.

The maximum penalty for breaking the law in these respects is a fine of £20000 or 6 months in jail.

Those attempting to purchase alcohol who are under 18, buying for someone under 18 or who are drunk or buying for a drunk are also guilty of an offence.

5. Damage

You are responsible for any damage or loss to the Hall, the facilities or any equipment arising from events or by individuals attending. Repairs and replacements will be charged at the full replacement cost by the Hall management committee. The premises are **NOT** insured if damage or theft is caused due to the premises being unlocked, so please on leaving ensure it is secure and keys returned to the relevant key safes positioned to the right of the Hall entrance.

6. Cancellation

a. General Hire

We recognise that occasionally it may be necessary for a booking of the Hall to be cancelled. In this unfortunate event we agree to a 100% refund **IF** we are advised in writing of the cancellation 14 days prior to the event. If advised in writing within 7 days prior to the event, 50% of the payment will be returned. The full amount, however, is non-refundable should notice of cancellation is not received prior to 48 hours of the start of the event. Should you need to cancel a booking for the facilities, this must be done either electronically or advising a Trustee by telephone, no later than 7 days prior to the hire date thereby allowing others to benefit from its use. All cancellations made **AFTER 7 DAYS** will be invoiced at the original booking price.

Cancellation (Continued):

b. Wedding Hire

A deposit of £250 is payable to book Bishop Wilton Village Hall as a wedding venue. This amount is in addition to the quoted/listed cost of hire, which will be invoiced no later than 6 weeks prior to the date. This sum will both secure the booking and act as a damage bond. Following the post event inspection and inventory the damage bond will be refunded less the cost for any damage or losses. If the costs of repair / replacement exceed the value of the damage bond an additional charge will be made. Charges will be calculated based on actual cost incurred plus 5% administration charge.

6. Health and Safety

These points are vitally important because you, as an event organizer, are responsible for the safety and well-being of your guests and the Hall itself, therefore please ensure:

- a) Emergency exits are kept clear, **AT ALL TIMES.**
- b) Spillages to be cleaned up immediately / wet floor sign to be put out.
- c) Inflatables / bouncy castles are considered by our insurers to be inherently dangerous and we are advised not to have them on site.
- d) Electrical equipment brought on site by you, your caterers or entertainers **MUST** be PAT certified.
- e) Gas bottles, as may be used by caterers, are **NOT** allowed on the premises.
- f) Smoke machines as may be used by entertainers are **NOT** allowed as they set alarms off
- g) Fireworks are **STRICTLY PROHIBITED** at any point on the playing field.
- h) Fire extinguisher locations will be pointed out to you.
- i) There is a defibrillator attached to the external wall to the left adjacent wall outside of the front entrance to the Hall. Instructions of use are clearly stated on the yellow box with a call number for assistance.
- j) **NO** glass of any type to be taken onto the all-weather sports courts.
- k) **STRICTLY NO STUDED FOOTWEAR** to be worn on the all-weather sports court.

7. Safeguarding

Bishop Wilton Village Hall recognises that it has a statutory and moral duty to ensure that it safeguards and promotes the welfare of young people and vulnerable adults during their time spent at the Hall. **NO** member of the Trustees, staff, helpers, or other volunteers will have unsupervised access to children unless appropriately vetted. **NO** act of abuse or obvious neglect will be tolerated within or outside of the Hall. Should the effect of abuse or neglect on any user be apparent or evident during their time at the Hall, incidents will be recorded and reported as per the protocol noted in our **Safeguarding Policy**.

We urge all prospective hirers of the Hall to read our **Safeguarding Policy**. A copy of this document can be found on the noticeboard at the entrance to the Hall and is also available to view on our website at www.bishopwiltonhall.co.uk

8. Data Privacy Policy

ALL data collected for Village Hall activities/events will be stored securely on an online system and **NOT** sold or reused for any purpose other than that of Hall business.

9. Hall Availability

In the event of the Hall rendered unfit for the use for which it has been hired, the Hall management or its Trustees are **NOT** liable to you for any resulting loss or damage.

Hall management and/or Hall Trustees reserve the right to cancel a hiring in the event of the Hall being required for use as a polling station and on rare occasions, events which are of specific relevance to the local Community.

In such circumstances, any deposits paid will be refunded.

10. Insurance

The Hall and field are covered by normal public liability insurance.

Sports teams, entertainers, caterers, event organisers, equipment providers, commercial hirers and the like must provide evidence of adequate liability insurance.

Should you have any problems during any event we can be contacted on 01759 368813.

Once again, thank you for your interest in booking Bishop Wilton Hall and/or Sports Facility, and we look forward and welcome all responsible users to share in this community run asset which we are rightly proud of.

If you require any further information by way of the clarity of our terms and conditions and fulfilling this agreement, please do not hesitate to contact us.

**Bishop Wilton Village Hall and Playing Fields Association
Trustees & Management Committee**