

**BISHOP WILTON VILLAGE HALL**  
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.

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 for future users and the community.

Please also consider that the hall is very 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 terms and conditions of hire.

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, 21<sup>st</sup> or teenage birthday parties.
- d) In adherence to planning conditions the sale of alcohol and playing of music will cease at 11pm.
- 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 local 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.
- 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 supervised by an adult at all times both inside and outside the hall.
- 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 local residents.
- l) The hall committee will not be held responsible for the loss or damage of personal belongings or valuable through the period of your hire of the Hall.

## **General Conditions of Hire (Continued):**

### **2. Housekeeping**

- a) The Hall 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.
- b) Should damage be made to the hall internally or externally 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 will be tolerated. All damage will be charged again to facilitate replacement.
- 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 (inc. the fire doors) to ensure they are fully locked and all lights are turned off.
- b) 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. The Hall, its' management nor trustees accept any liability for loss of your property or valuables.
- c) If issued with a key, you accept responsibility for the security and well being of the building whilst in your hire. This extends to the liaison with other hall users if required.

### **4. Sale of Alcohol**

#### **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)
- Hall Trustees may authorise the sale of alcohol on an event by event basis.
- A signed authorisation 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.

## **General Conditions of Hire (Continued):**

### **5. Damage**

You are responsible for any damage or loss to the village hall or its equipment arising from this event or individual attending it. Repairs and replacements will be charged at the full replacement cost by the Hall management committee. The premises is not insured if damage or theft is caused due to the premises being unlocked so please on leaving ensure it is secure.

### **6. Cancellation**

We recognise that occasionally it may be necessary for an event to be cancelled and 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.

- 50% of the payment can be returned if advised in writing within 7 days prior of the event.

However, the full amount is payable if we are not advised of the cancellation or we are advised in the 48hrs prior to the event start.

### **7. Health and Safety**

These points are vitally important because you, as an event organiser, are responsible for the safety and wellbeing of your guests and the Hall itself, therefore please ensure;

- a) Emergency exits to be kept clear at all times
- b) Spillages to be cleaned up immediately / wet floor sign to be put out
- c) Inflatable's / 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

**General Conditions of Hire (Continued):**

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.

**8. 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.

**9. 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 the event we can be contacted on 01759 368813.

If you are provided with a key for your event, this should be returned immediately after your event to 87, Main Street, Bishop Wilton.

Once again thank you for your interest in booking Bishop Wilton Hall, 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 clarity into our terms and conditions in fulfilling this agreement please let us know.

**Bishop Wilton Village Hall Trustees & Management Committee**