

Liddington Village Hall – Conditions of Hire

1. Any organisation, group or body hiring the Hall shall nominate one representative who will be personally responsible for the hiring generally and for complying with these regulations in particular. The said individual will also be personally responsible for paying the hiring charges and any post-event additional cleaning, maintenance and repair costs resulting from the hire. The hirer accepts responsibility for the good conduct of those attending the function.
2. Safeguarding children, young people, and adults at risk
This clause does not apply to hire for private parties arranged for invited friends and family.
The hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. Where appropriate and when requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). In addition, we may ask you to carry out a formal safeguarding risk assessment. All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to the Hall's safeguarding lead or a Trustee.
3.
 - a. The Hirer is to take all possible precautions against damages and breakages to the premises and equipment. The Hall Committee reserves the right to make and collect additional charges for maintenance, repairs, breakages and/or any additional cleaning or other costs arising from failing to leave the hall clean and tidy.
 - b. All emergency exit doors are to be kept unlocked and free from any obstruction.
 - c. Adequate lighting, including the emergency exit lights, must be kept illuminated at all times.
 - d. Fire extinguishers and other appliances are not to be tampered with and are for use only in cases of emergency. The Fire Safety equipment is provided for persons trained in their use. Hirers are under no obligation to use the equipment and should not put themselves or anyone else at risk by doing so.
 - e. Nothing shall be fixed to or attached by adhesive, pins, Sellotape, Blue Tack or similar to any part of the Hall structure, except the picture rail.
 - f. Every function must finish at midnight, with any music finishing no later than 11:30pm. Please ensure a minimum of noise outside the hall particularly late in the evening.
 - g. Stiletto shoes are not to be worn on the premises.
 - h. Please do not switch off the night storage heaters wall switches. If additional heating is required press the red button on the Hall Heaters Switch behind the kitchen door. See Instructions for use of HEATING sheet.
 - i. The cooker has a ceramic hob and touch-sensitive controls, please see instruction book for use and cleaning.
4.
 - a. The Hall Committee shall not be responsible for any goods, chattels, materials etc. brought into or left in the Hall.
 - b. The Hall Committee will not be responsible for the death or injury of any person upon the premises, except where such death or injury is a direct result of the negligence of a member or employee of the Hall Committee.
 - c. The Hall Committee will not be responsible for the unavoidable cancellation of any booking made by reason of power failure, shortage or unavailability of heat source or fuel, or any other reason outside the Hall Management Committee's control.
5. At the end of each hiring the hirer shall:
 - a. Stand / stack chairs and non-folding tables around the perimeter of the room and store folding tables in the under-stair's cupboard. (Cupboard keys are located in the kitchen cupboard to the right of the hatch shutters)
 - b. Sweep the hall and kitchen floor and leave building clean and tidy.
 - c. Leave kitchen surfaces, cooker, utensils, crockery and cutlery cleaned and tidy. Unplug any free-standing utensils and close kitchen hatch.
 - d. The dishwasher should be emptied, cleaned and drained according to the instructions on and adjacent to the dishwasher. Please leave the dishwasher door open to air.
 - e. Place non-recyclable rubbish in black plastic bags provided and place full sacks in the dustbins outside the side kitchen door.
 - f. Empty bottles and all other recyclable items are to be taken away and disposed of by the hirer.
 - g. Switch off all water heaters (kitchen water boiler, lady's toilet and meeting room).
 - h. Switch off kitchen extractor fan and hall ceiling fans.
 - i. Turn off all lights and switch off the master switch by the front door. Turn off the outside light override switch by the front door.
 - j. Close and secure windows, close all external and fire doors. Lock side kitchen door and front door.
6.
 - a. Where any hiring involves the serving of alcohol and/or public entertainment, advance notice shall be given to the Bookings Secretary and the Hall Committee shall have absolute discretion as to whether such an activity shall be allowed. In the event of permission being granted all necessary statutory and by-law approval shall be obtained from the relevant authorities.
 - b. Where any hiring involves the preparation or serving of food, all relevant food hygiene and health regulations must be observed.
7. In the event of a cancellation of a booking, by the hirer, the following cancellation charges schedule may apply:

Up to 4 weeks before the hiring date:	No charge
Within 4 weeks of the hiring date:	50% of the fee
If no notice is given:	100% of the fee

Liddington Village Hall – Conditions of Hire (Cont.)

8. Provided space is available, cars may be parked (at the owner's or hirer's risk) in the car parks adjacent to the Village Hall, avoiding any obstruction. On no account are vehicles to be parked in the approach road leading to the Village Hall nor in Church Road
9. Dogs (except Guide Dogs) and any other animals shall not be brought onto the Village Hall premises without express prior written consent from the Booking secretary.
10. In the event of the Village Hall being required as a Polling Station the Hall Management Committee reserves the right to cancel without compensation any hiring already booked on the Election date.
11. In accordance with the fire regulations the maximum usage is:
Main Hall: 90 Seated or 180 Standing
Meeting Room: 25 (This number must be deducted from the Main Hall numbers).
12. Village Users are defined as those who live within the following boundaries: from the Commonhead Roundabout junction along the B4192 as far as Liddington Warren Farm; along Ham Road as far as the junction with Hollow Road; along Medbourne Lane as far as (and including) 1 Old Cottages; along the Badbury road as far as where it crosses over the M4. Badbury Park houses in the parish of Liddington
13. The hours of hire booked must be such as to allow adequate time for setting up and clearing away.
14. The hire of the Main Hall includes use of the kitchen. The hire of the Meeting Room includes use of the toilets but not the kitchen.
15. A charged mobile phone is recommended to be available as there is no public telephone in the village.
16. Free Wi-Fi is available for users and attendees during the time of the hire

Revised and updated April 2025

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