

CHERITON BISHOP VILLAGE HALL

TERMS & CONDITIONS FOR HIRE

The Cheriton Bishop Village Hall is managed by the Cheriton Bishop Village Hall Management Committee. The Booking Secretary is on the Management Committee.

Booking: **Jo Carter**

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Chairman: **Jon Whitehead**

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Booking

By proceeding with your booking, you are deemed to have accepted the following terms and conditions for the hire of the hall.

The person named on the booking shall be considered the Hirer. Where an organisation is named, the person signing confirms that they do so with full authority of that organisation. The Hirer must be over 18 years of age and agrees to be bound by the terms and conditions laid out in this document and any supplementary terms and conditions that the Management Committee may impose.

The hire of the Village Hall is for the specific agreed times and does not entitle the Hirer to use or enter the premises at any other time unless by prior agreement. The Village Hall shall only be used for lawful activities and the Management Committee does not represent that the Village Hall is suitable for any particular purpose, it being the responsibility of the Hirer to satisfy themselves in this respect.

Local community organisations shall have priority over other bookings, but no hirer shall be deemed to have an undisputed right to an unbreakable series of bookings.

Hire Charges

The hire charges will be agreed with the Booking Secretary as determined by the Management Committee. Once a booking has been received, an invoice for the full amount of the hire will be issued to single event Hirers and for the first month's hire in the case of a series of events. The invoice must be paid at least 5 days before the event (or first event of a series). The Management Committee reserves the right to vary these charges or terms with reasonable notice to Hirers.

Cancellation Policy

A full repayment of unused charges will be made if a Hirer cancels an event with a minimum of 5 days written notice. Repayments related to cancellations of events with less notice than 5 days' notice will be at the discretion of the Management Committee.

The Management Committee reserves the right to cancel previously agreed bookings when necessary and cannot be held liable for any consequential losses or damages a Hirer may incur as a result. In such an event the Management Committee will endeavour to give the Hirer a minimum of 30 days' notice and all payments made will be returned in full.

Right of refusal

The Management Committee may refuse any application for the hire of the Village Hall without stating a reason.

Provision of Alcohol

The Village Hall does NOT have a licence for the sale of alcohol. Alcoholic drinks may be served free at an event on an age restricted basis, but no sale of alcoholic drinks may be undertaken unless the Hirer has complied with the laws regarding temporary event licensing. For further information go to <https://www.gov.uk/find-licences/temporary-events-notice/mid-devon>

Use of Copyrighted Music

The Village Hall has a licence for playing copyrighted music for small, informal and free events, such as family celebrations or children's parties. However, Hirer's whose event is open to the public and / or is not free, may not play copyrighted music unless the Hirer has complied with the laws on appropriate licencing from the Performing Rights / Public Performance organisation (PRS/PPL). In addition, noise must not be at a level which could be considered anti-social, and music is not to be played after 11pm.

Other Licences, including for Theatre, Films, etc.

The Hirer is responsible for obtaining the requisite Performing Rights Society licences and/or any other licences that may be required for their intended purpose.

ANY LICENCES MUST BE EXHIBITED TO THE MANAGEMENT COMMITTEE IF REQUESTED.

Preparation and / or serving food

The Hirer is responsible for following rules about food safety – including whether a Food Hygiene Certificate is required by the person(s) handling the food or by an outside caterer if you use one. For further information, please visit <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

Responsibility for Children

The Hirer has responsibility for ensuring that any activities are safe for the age of children involved in them and that any professional children's activity provider that you use has the correct safety and child protection certification or requirements.

PLEASE NOTE: THE LEGAL SITUATION ABOUT THE HIRE AND USE OF 'BOUNCY CASTLES' HAS BECOME COMPLICATED IN RECENT YEARS. PLEASE TALK TO US BEFORE FINALISING YOUR PLANS, IF YOU EXPECT ONE TO BE IN USE AT YOUR EVENT.

Sub-letting

The Hirer shall not sublet the building, grounds or any part thereof.

Breakages and Damage

The Hirer is responsible for any damage caused to the Hall, its equipment, facilities or grounds during the hire and the Management Committee reserves the right to withhold any damages deposit (if one has been applied), as well as to seek additional costs which may be incurred in making good the damage. Any Village Hall equipment or facilities found damaged should be removed from use, marked unsafe and reported to the Bookings Secretary or any member of the Management Committee.

Culpability

The Management Committee shall not be responsible for any loss of or damage to the Hirer's or any third parties' property arising out of the hire, nor for any loss, damage, or injury which may be incurred by any person or persons using the Village Hall or the grounds during the period of the hire arising from any cause whatsoever likewise for any loss due to breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hire to be interrupted or cancelled.

Entry during an event

The right of entry to the Village Hall is reserved by the Management Committee and any other agent of the Management Committee or authorised persons at any time during the hire.

Conduct and Good Order

The Hirer shall ensure that good order is always kept in the Village Hall and grounds during their event, that those attending behave in an orderly manner during arrival and departure from the site and that criminal activity does not occur.

At all times the Hirer will take reasonable care to ensure that the occupants of nearby properties are not inconvenienced by noise, anti-social behaviour, obstruction by vehicles and the like.

The Management Committee reserve the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

Condition at the Conclusion of Events

At the end of an event the Hirer shall leave the building in a clean and orderly state. Removing equipment, materials and rubbish must be concluded within 15 minutes of the end of the agreed period of hire. All rubbish and any other waste matter arising from the event must be cleared from the Village Hall and placed in the multi-purpose green bin (or removed off-site if the bin is full) by the Hirer. It is recommended that any recycling waste and bulking items of rubbish are taken home by the Hirer and recycled in their own domestic waste bins.

The hall, cloakrooms, toilets, kitchen and common areas must be left in as clean a condition as found. Tables and chairs must be returned to where they were at the commencement of the hire.

The Management Committee reserves the right to withhold any deposit (if one has been applied), as well as to seek additional costs which may be incurred in cleaning the Hall or removing materials or rubbish.

Use of Decorations or Temporary Fittings or Fixtures

No Decorations, fixtures or fittings of any kind shall be applied to the structure or decoration of the Village Hall in a way which causes damage or leaves visible marks when removed.

Hirer's Property

Property of the Hirer and any attendees connected to that hire must be removed from the site within 15 minutes of the end of the hire unless by prior agreement. The Management Committee reserves the right to charge storage fees for each hour or part of until the same is removed. The Management Committee accepts no responsibility for any property left on the premises after the hire has finished.

Hirer's Signage

The Hirer shall remove any sign, flag, emblem or other decoration they have displayed outside or inside the Village Hall at the end of the hire or if, in the opinion of the Management Committee, it is deemed unseemly or exposes the building to an undue risk of fire or is likely to lead to distress, disturbance or a breach of the peace.

Fire Precautions and Visitor Safety

The Hirer should be aware of the Fire Safety Floor Plan of the Village Hall which is on display. Hirers are responsible for the health and safety of all those attending their event including providing information about safety procedures, Fire Exits and evacuation procedure in the event of emergency etc.

Fire exits must be always kept clear, fire appliances, alarms and sensors are not to be removed or tampered with. Fire doors must not be held open. Pyrotechnics, flammable liquids and LPG cylinders are NOT permitted within the Village Hall (except for oxygen for medical reasons). Fireworks and Chinese Lanterns are also not allowed in the grounds.

No untested electrical equipment should be brought in and used in the Village Hall.

No additional, heavy electrical equipment shall be used without the prior consent of the Management Committee

Health & Safety

The Management Committee has a Health and Safety policy and has undertaken Risk Assessments to ensure the Village Hall is as safe as possible. The Management Committee must be notified of any accident that occurs involving injury, even if medical attention is not required at the time and of any dangerous occurrence on the site. Details of such incidents must also be recorded in the accident book which can be found in the kitchen.

A first aid kit is available on the wall in the hallway.

Children and animals are not allowed on the stage or stairs without supervision. Safety gates are in place.

Children should not be left unaccompanied in the Village Hall or its grounds or car park.

No persons are to work at height on their own/unaccompanied in the Village Hall.

Users of the Village Hall are reminded not to store equipment in entrances and high traffic areas.

Use of the Kitchen, Storeroom, Garden and Garage

Children and animals are NOT permitted in the kitchen or storeroom.

Instructions for kitchen equipment can be found in the kitchen.

Instructions on how to stack and store tables and chairs in the storeroom can be found in the storeroom (including a photo). A trolley is available.

Access to the loft area is prohibited.

Safeguarding

Any event involving children, young adults, adults at risk or anyone considered to be vulnerable must only be provided by fit and proper persons in accordance with the relevant prevailing legislation and it is the Hirer's sole responsibility to ensure that these regulations are adhered to and that all persons involved have completed appropriate formal checks as required by law. When requested the hirer must provide the Management Committee with a copy of their safeguarding policy and evidence that they have carried out relevant DBS checks. The Hirer will, in addition, take all reasonable steps to prevent harm and respond appropriately should any occur including reporting any relevant concerns or incidents to the Management Committee at the earliest opportunity. Please see the Cheriton Bishop Village Hall Safeguarding Policy for more information.

Smoking

Smoking, including E-cigarettes or vapes is NOT permitted in any part of the building, around fire escapes, entrances or any part of the grounds, except the car park area, at any time.

Statutory Responsibility

It is the Hirer's responsibility to ensure that any event is conducted in a safe manner and in accordance with any statutory regulation that might apply. Evidence of such approval, where relevant, must be available for inspection by the Management Committee prior to the event.

Capacities

Not more than 100 people standing or 80 people seated are allowed in the Village Hall at any one time during an event. The total maximum capacity being 100 in total.

Hire Period

The hire period is the time that the hirer commences and finishes using the Village Hall. It includes the time taken for setting up and clearing up.

Parking

Vehicles must only be parked in the car parking area and not on the grass verges or any other part of the Village Hall or its grounds. We also ask visitors who park outside of the grounds to do so considerately and not cause an obstruction or inconvenience to any other property in the area. The Management Committee does not accept liability for any loss or damage to vehicles whilst parked on our site or on the road.

BY TICKING THE CONSENT BOX ONLINE, THE HIRER AGREES TO THESE TERMS & CONDITIONS.

IF THE HIRER IS NOT BOOKING ONLINE, PLEASE SIGN AND RETURN BY EMAIL.

Signed

Date

Last Reviewed: August 2025

Review Due: August 2026

PRICING STRUCTURE FOR CHERITON BISHOP VILLAGE HALL

From 1st October 2024 – 1st September 2025

Session	Local Residents & NFP Organisations open to all**	Half sessions (Regular users, max 2 hrs*)	Commercial Organisations
Morning (7am-12noon)	£25.00	£15.00	£50.00
Afternoon (12.30pm-5.30pm)	£25.00	£15.00	£50.00
Evening (6pm-11pm)	£30.00	£15.00	£60.00
Morning + Afternoon	£35.00		£70.00
Afternoon + Evening	£40.00		£80.00
All Day + Evening	£60.00		£120.00
Use of catering equipment, i.e., oven & dishwasher	£10.00		£10.00

* Session length needs to include any setting up and clearing away time.

** Not For Profit organisations can apply charges for events, but the event or membership of the organisation must be open to all.

'Local' refers to the approximate area including Cheriton Bishop, Crockernwell, Tedburn St Mary, Drewsteignton & Hittisleigh.

Regular users get a 10% discount on 10 or more full sessions (excludes ½ sessions)

Hirers are expected to leave the hall in a clean and tidy state – particularly if the kitchen has been used during the hire – and take away any rubbish or other materials which does not fit in the green multi-purpose refuse bin outside.

We reserve the right to apply an additional deposit for some types of hire in case of damages or extra cleaning required, or to make an additional charge after the event.