

CORFE VILLAGE HALL

HALL HIRE TERMS AND CONDITIONS – NON REGULAR HIRE

The Hall is available to hire subject to following conditions and the approval of the Bookings Manager or the Hall Management Committee, as appropriate.

The granting of permission to use Corfe Village Hall is subject to these conditions and the Hirer will have deemed to have accepted these conditions upon proceeding with a confirmed booking. The hirer must also ensure the Booking Form (Appendix 1) is completed/returned and the Premises Checklist (Appendix 2) is followed.

1. LICENCES. The hall has a basic Performing Rights Society and Entertainment Licence issued by the local Authority, which means music can be played. You are responsible for obtaining and complying with any additional licences for activities not covered by our Premises Licence.
2. ALCOHOL. The Premises is not licenced for the sale of alcohol. Alcohol can however be consumed at an event as long as it is not sold. Any sale of alcohol would require the hirer to obtain the appropriate Temporary Entertainment Notice (TEN).
3. AGE. The hirer will ensure that someone over 21 years of age is in charge at all times. Extra supervision will be required when the majority of those present are children.
4. SMOKING is not permitted in the Hall.
5. FIRE SAFETY AND EMERGENCY EVACUATION. A Fire 'Notice' is displayed in the hall which describes action to be taken in the event of fire. All doors and emergency exits have signs over them. There are 3 emergency exits – main entrance door; patio doors and fire exit door in far corner. Hirer is to ensure that the locations of exits and fire extinguishers are known to users. In the event of a fire, shout 'Fire, Fire' to alert other attendees, then leave the building immediately via the nearest exit and go to the assembly point to the far side of Queens Acre Field, near the playing equipment. Telephone the fire brigade 111 or 999 and check that all members of your party have left the building. A fire extinguisher is located in the main hall and kitchen but unless you are trained in its use or are confident that you can tackle a fire without harm to yourself it is recommended that you do not attempt to use it.

6. ACCIDENTS. There is a first aid box located on the open shelf in the kitchen. In the event of an accident the incident needs to be recorded in the H&S Logbook and record if items from the First Aid Box have been used.
7. CAPACITY. The maximum number of persons to be allowed on the premises at any time is limited to 120 and if seated at tables 80. If this is exceeded, the hirer will be in breach of fire regulations and will be liable for any incident. If the occupancy is above 60 persons, the hirer must ensure the patio doors are unlocked for the duration of their booking, only to be relocked at the end of their booking.
8. CHAIRS & TABLES. Are available for the hall user. Ensure chairs are stacked no greater than 4 and that chairs and tables do not scratch or touch up against the walls.
9. ACOUSTIC PANELS. The hall has been fitted with sound panels to several walls to improve noise absorption. Strictly under no circumstances at all are any decorations or fittings such as blue tack or thumb tacks allowed to be attached to the acoustic panels.
10. INSURANCE.
 - i. The buildings are covered against fire and theft. The Village Hall is covered for public liability. The Village Hall is NOT insured, nor accepts liability for any article damaged or stolen belonging to anyone hiring or using the Hall. Marquees, Bouncy Castles etc., erected on the adjoining Queen's Acre field will also NOT be insured by the Hall
 - ii. The Village Hall is insured in respect of breakage of glass and sanitary fittings and for personal accident to officers of Corfe Village Hall (see policy for limits)
 - iii. The Village Hall Committee accepts no responsibility for accidents, loss or damage sustained by those using the premises. A first aid box is available in the kitchen to the left of the window for use in the case of minor accidents.
11. NO DOGS are allowed on the Hall, Field or Patio, except Assistance Dogs.
12. PARKING. HIRER MUST SHARE THE FOLLOWING WITH ANY CAR DRIVING GUESTS:
 - i. There is parking for 11 cars only immediately outside the Hall.
 - ii. Further parking is available across the road in the church car park in Mill Lane.
 - iii. No parking is allowed on Queens Acre Playing Field.
 - iv. If appropriate, the hirer should encourage guests to share cars.
 - v. Unauthorised parking.
 - a. There is a private lane just past the hall leading to Barton Grange and emergency vehicle access is needed at all times. The hirer must ensure that

those using the Hall do not obstruct rights of way or park on the private road or verges to Barton Grange.

- b. The entrance to Newton Lane just off the B3170 is also very narrow and hirers must ensure cars are not parked alongside the lane (near the phonebox) otherwise it restricts access for wide vehicles.
 - c. Any drivers parking their cars on the private lane or near the phone box will be asked to move them or risk being clamped.
13. **TIMES.** All functions must cease at midnight unless an extension has been approved by the Bookings Manager.
14. **NOISE.** As the hall is in a residential area, please be respectful of neighbouring private properties. For bookings intending to play loud music, or hold activities such as discos, please be mindful of music that may have a deep base that might need to be limited into the evening still noting the end time cited in clause 10 above, unless agreed with the Booking Manager in advance.
15. **PLAYGROUND.** The children's playground in the Queen's Acre field outside the Hall is available for use of the hirer, but may also be in use by other children not attending the event in the Hall. Please pay attention to the safety notices by the playground. If the field is used by the event, please ensure that it is left tidy and litter free.
16. **TOYS.** Please note that the toys stored in the Hall belong to the Toddler Group are not available to Hirers, unless they have the permission of the Toddler Group.
17. **PAYMENT** is made by either paying cash on the day direct to the Booking Manager or via a BACS payment. If paying by BACS the Hall Treasurer will issue an invoice to the hirer at the end of the month the booking took place. Payment terms are 14 days.
18. **CANCELLATION.**
- a. If you wish to cancel the booking before the date of the event and we are unable to arrange a replacement booking, we may, at our discretion, require payment of the hire fee.
 - b. We reserve the right to cancel the booking by giving you notice in the event of:
 - i. the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or referendum;
 - ii. our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;

- iii. the premises becoming unfit for your intended use;
- iv. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- v. In any such case we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

19. SAFEGUARDING. [Note: This clause is not applicable to private hires and is only applicable to regular hirers of public activities involving children or adults at risk]. Regular hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, are required to:

- a. Confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding OR;
- b. Produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so for themselves or their staff.

20. AUDIO VISUAL FACILITIES. The hall is equipped with a 6 speaker music system that is connected via Bluetooth to smart devices. Instructions are on the far wall near the storeroom door. Hall users are permitted to use this as part of their hire. The hall also is equipped with an AV projector system & screen. This is not permitted to be used without the signing of a separate AV Equipment User Terms & Conditions Agreement.

These terms and conditions are to be reviewed and updated annually.

Policy Owner: Chris Brown

Date adopted by the Management Committee: 31 March 2025

Version History

Version	Author	Date	Comment
d.2.5	E. Bowers	17/02/25	Draft
d.2.6	E. Bowers	27/02/25	Amended Safeguarding & added acoustic panel clause
d.2.7	E. Bowers	05/03/25	Added clause re. chairs & tables against walls
d.2.8	E. Bowers	20/03/25	Amended Safeguarding clause in line with policy
1.0	C. Brown	31/03/25	Agreed version CVHMC 31/03/25
1.1	C. Brown	16/10/25	Amended Parking Clause 12. Agreed version CVHMC 16/10/25
1.2	C. Brown	12/02/26	Added Clause 20 AV Equipment. Agreed version CVHMC 12/02/26

APPENDIX 1 : CORFE VILLAGE HALL – BOOKING FORM

Name	
Preferred contact number	
Preferred email address	
Date of booking	
Purpose of booking e.g. Children's Party	
Approximate numbers attending	
Have you read section 12 Parking in T&Cs and informed your guests on number of available bays and parking restrictions?	
Actual times of the booking [do not include the 30 minutes either side]	
Do you need to be shown around the Hall?	
If yes, what time?	
If no, would you like the key code?	
Do you wish to pay cash on the day or pay via BACS?	
Please use this space for any further questions you may have	

Please return this completed form to Chris Brown on corfevillagehall@gmail.com

Information collected in this form is in line with our Privacy Policy

The granting of permission to use Corfe Village Hall is subject to the Hall Hire Terms & Conditions sent with this Booking Form and the Hirer will have deemed to have accepted these conditions upon proceeding with a confirmed booking. The hirer must also ensure the Booking Form (Appendix 1) is completed/returned and the Premises Checklist (Appendix 2) is followed.

APPENDIX 2 : CORFE VILLAGE HALL – PREMISES CHECKLIST

This checklist is provided to the hirer to ensure all checks are completed at the end of the booking. You may find it helpful to print out and tick each item.

Item	Description	Tick
A	Lights must be switched OFF, including kitchen, toilet(s) and outdoor patio (if used)	
B	Heating, if used, thermostat dial must be returned back to 8 degrees.	
C	Oven and Hob, if used, must be turned OFF at their switch.	
D	Dishwasher must be drained (see instructions) and switched OFF	
E	Boiler (switch near sinks) must be switched OFF	
F	All electric switches, including heating urn if used, must be switched OFF.	
G	Close the kitchen shutter (press and hold the down switch to the left)	
H	Premises are left in a tidy and orderly condition, with the floors swept (appropriate brooms are located in the cupboard in the far corner of hall).	
I	Kitchen is to be left in a tidy and orderly condition, including the oven. The fridge should be emptied.	
J	All rubbish placed in bin bags provided, removed from the premises and taken home with you (and not placed in the Queens Acre bins). If rubbish is not removed, or the kitchen is not left clean and tidy, the Hall reserves the right to charge an extra fee to correct this.	
K	Ensure all chairs are suitably restacked in piles no higher than 4 and not touching the walls and tables put back in the storeroom.	
L	Make a note of any breakages and leave in the kitchen. (Note that the hirer will be responsible for the cost of any damage to the Hall and its contents).	
M	When outside caterers are employed, the hirer is responsible for ensuring that the Hall is left in a tidy condition.	
N	All doors must be locked, including patio doors and ensure windows are closed.	
O	Keys returned to Booking Manager or into Lock Box	