

CORFE VILLAGE HALL

AUDIO VISUAL EQUIPMENT USE TERMS AND CONDITIONS

1. GENERAL

- a. Audio visual equipment is available to use and is subject to the following conditions and the approval of the Bookings Manager or the Hall Management Committee, as appropriate.
- b. The hall is equipped with the following audio-visual equipment:
 - i. AFILS hearing aid Induction Loop Amplifier. Any audio fed through the loudspeaker system will also automatically be fed to users who have switched to the T-position on their hearing aid;
 - ii. Six (6) speakers to play music from the users own smart device via the Bluetooth wallplate;
 - iii. Projector and retractable screen, microphone, headset and associated remotes (see inventory section below).

2. CHARGES AND DAMAGES

- a. There is no charge for the hire / use of the AV equipment.
- b. If any equipment is damaged or broken, the hirer shall bear full responsibility for the cost of its replacement.
- c. At the time of issuing this policy the cost of replacement parts (inclusive of VAT) are as follows. These are subject to change:
 - i. Remote – Projector £85
 - ii. Remote – Screen £70
 - iii. Microphone £210
 - iv. Headset £75
 - v. Transmitter and battery and 2 cables £200
 - vi. Microphones Belt Pack/Hand Held (transmitter) £210
 - vii. Technician attendance to fit if needed - £85 Call out and £85 per hour thereafter

3. USER GUIDE

- a. A User Guide has been prepared and must be reviewed by anyone wanting to use the equipment.

- b. Hirers must ensure that their guests be made aware of the importance of restrictions and of correct use of the AV system and that the hirer will become liable for any damage howsoever caused, by the hirer or by guests thereof.
- c. Please note that the fixed audio visual system must not be interfered with in any way and that includes mains power which should not be switched off from the wall or making any physical adjustments to the unit fitted to the ceiling. Only use the on / off blue button on the projector remote.
- d. For regular hirers an appointed representative needs to be trained in how to correctly use the equipment and is responsible on behalf of that society / club for any damage or breakages.

4. INVENTORY

- a. The 'non-fixed' equipment, such as remotes, is provided within the 'AV Equipment' box and the full list of equipment provided must be returned to the box at the end of the hire
- b. Hirers are responsible for reporting any items that are not working withing 24 hours.

5. LICENCES.

As detailed in our main Terms and Conditions, 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. For sake of clarify this also includes the playing of films/movies as this would require the hirer to obtain the relevant license as this is not covered by the Hall license.

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

Policy Owner: Rob Hudson

Date adopted by the Management Committee: 16.04.2026

Version History

Version	Author	Date	Comment
0.4	E. Bowers	14.04.2026	Latest draft includes replacement cost items
1.0	E. Bowers	16.04.2026	Added replacement costs subject to change. Policy approved by VHC 16.04.26