

# Orsett Village Hall Terms and Conditions of Hire Agreement

## DISCLAIMER

### ORSETT VILLAGE HALL TERMS AND CONDITIONS:

**Thank you for your interest in Orsett Village Hall. The hall is maintained by a group of local trustees and volunteers. Our conditions of hire are designed to help us to keep the hall in a good condition for the benefit of other users. Our hire charges are designed to help us to cover the cost of doing so ensuring its sustainability. All conditions within this document form part of the hiring agreement for the Orsett Village Hall. You must read the entire document when booking the hall.**

**By booking the hall, you accept the Terms and Conditions defined within this document. If you are unclear on any part of this agreement, please discuss them with the management committee. For the purpose of these conditions, the term hirer shall mean an individual hirer or, where the hirer is an organisation, its representative.**

**We hope that you and your guests have an enjoyable time at our village hall, and respect it as if it were your home.**

1. DETAILS OF FACILITIES: The number of people permitted in the hall is **100**.

Orsett Village Hall facilities available for hire include:

- Large main hall area with stage and curtains, kitchen with access door and serving hatch to the main hall.
- Fitted kitchen comes with two sinks, a double oven, gas hob, two fridges (one with a small freezer compartment) and a microwave.  
Limited amount of crockery and cutlery available. Larger functions would need to arrange their own hire of extra items as required. £25 per/hr. Regular hirers £15 per/hr.
- Joe's Bar is a small bar area with 2 drinks fridges, double sink unit, storage and serving hatch to the main hall. £15 add-on when hiring the hall.
- Frank Claydon room. This room can sometimes be referred to as the Annexe or meeting room and includes 4 collapsible tables and 18 cushioned fabric chairs, small cupboard sideboard unit and 2 plug sockets.
- Enclosed play area outside is for Orsett Playgroup but can be hired up until 9pm. Small, enclosed, outside space with artificial grass surface. Play equipment is **NOT AVAILABLE** for use by Hirers of the hall.

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2. TABLES & CHAIRS INCLUDED IN YOUR HALL HIRE: Stored in the cloakroom in the main entrance are **27** 6ft L x 2ft tables, **4** 4ft x 2ft tables and **2** 5ft x 2ft tables and 100 chairs. Further chairs available by prior arrangement.
3. BOOKINGS, PAYMENTS AND KEYS: Bookings are made on a strictly first come, first served basis using the Orsett Village Hall online booking system. The **hirer** must be at least 21 years old. Bookings must be made online using our booking page <https://orsettvilleagehall.skedda.com/booking>.

- When booking the hall, you need to **allow enough time for setting up before your event and cleaning up after the event**. This time is **part of the hire** duration. All setting up and clearing up must be done during this time and the hall **MUST** be vacated promptly at the end of your hire period. Failure to do so, could result in extra charges or fine being made.

WE REGRET THAT WE DO NOT ALLOW TEENAGE PARTIES IN THE HALL (13TH, 16TH, 18TH ETC). 21ST PARTIES ARE AT THE DISCRETION OF THE COMMITTEE. VIOLATION OF THIS RULE WILL RESULT IN A FULL £150 CHARGE FOR BREACH OF TERMS AND CONDITIONS.

4. FULL PAYMENT for your hire is due at the time of booking. This is payable by credit or debit card. We reserve the right to charge the hirer in the event of breakages, damage to include accidental damage (please refer to "13 Cleaning up"), loss of contents, excessive noise/disturbance, abuse to the premises or staff, or if the premises are left in an unsanitary condition.

**Our SECURITY DEPOSIT** sum is £300. This will be taken from the payment card 7 days prior to your booking and returned within 7 days after the booking date if our Hall Manager has confirmed these Terms and Conditions have been met.

Our booking system securely records and retains your credit/debit card details and any fees for the above will be charged to the same card.

Example of charges:

- Extra cleaning £20 p/h
- Breach of T&Cs i.e. Fireworks, abuse of the premises etc - £250
- Breakages/repair costs for larger items
- Environmental Health Fine due to excessive noise outside
- Late vacation of the hall £50 for every 30 minutes past the hire time

5. KEYS: The Hall Manager will contact you regarding key collection/opening the hall during the week leading up to your booking. (Note: If the keyholder has NOT contacted you within 24 hours prior to your event you may contact them direct on 07954 116707. Please note that this is an emergency number only and **MUST ONLY** be used in the situation described above).

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Unless by prior arrangement with the Hall Manager, the keys will be given at the start of the hire time to the hirer, named on the booking, and must be returned as soon as the event is finished. The keyholder will make the necessary arrangements with you.

6. CANCELLATIONS: You may cancel your booking up to 6 weeks prior to the hire date. We will **retain a £30 admin fee** for any cancellations. For cancellations less than 6 weeks before your hire date, no refunds will be made.

The Management Committee will NOT be responsible for any loss of estimated income or any other expenses incurred by the hirer resulting from such cancellation.

The Management Committee reserves the right to decline any booking application. If conditions are not met, the Management Committee will reserve the right to not accept any future bookings.

The Management Committee reserves the right to amend hiring charges and conditions of hire at any time.

7. INDEMNITY, INSURANCE AND YOUR DEPOSIT: The person named in the Hirer Agreement is ultimately responsible for ensuring that everyone using the premises complies with the Conditions of Hire and are accountable for any breaches of the Conditions of Hire. If you place a booking on behalf of a company, the liability rests with the company. The Hirer is responsible for ensuring that the premises (including the building, contents, fixtures and fittings and the surrounding area) are not defaced, damaged, broken or removed. In the event of breakages, damage (including accidental damage), loss of contents, excessive noise/disturbance, abuse to the premises, or if the premises are left in an unsanitary condition, the SECURITY DEPOSIT SUM OF £300 WILL BE FORFEITED AND THE HIRER WILL BE HELD LIABLE FOR THE EXCESS (IF APPLICABLE). Please be aware that fixtures, fittings and contents including the tables and chairs are checked and counted as appropriate by the hall staff after functions. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as a result of their hire, or using any third parties or equipment they introduce. No responsibility will be carried by Orsett Village Hall Management Committee. The hirer is responsible for ensuring that any third party they employ at their event is appropriately insured and is compliant with current regulations and the hall Conditions of Hire. Examples of third parties include bouncy castle, professional caterers, event management, entertainers and wedding supplier companies.

8. SAFETY/LEGAL It is the primary responsibility of the Hirer to ensure the health and safety of users of the Hall. Nothing may be done by the Hirer, their guests or third parties, which will endanger the users of the building or invalidate the insurance policies relating to the premises or its contents.

In particular the Hirer must ensure that: -

- They remain on the premises for the full duration of the function, they are wholly responsible for their event and will therefore remain in control of activities both inside and in the surrounds of the hall
- The Hall is not used for any unlawful purpose and only used for the purpose specified in the Hiring Agreement
- Wall hooks are used for light decorations only such as balloons and all decorations are

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- removed after functions
- All safety notices in the Hall including the FIRE NOTICE are read and observed. It is the **Hirer's** responsibility to ensure that everyone in the hall knows how to evacuate the hall in an emergency and that **fire exits are not obstructed** or tampered with. The **Hirer** should nominate a person/persons within their party to implement fire safety measures as required e.g. using the fire blanket in the event of a contained kitchen fire
  - Fire doors are not opened except in an emergency
  - Highly flammable substances are not brought into any part of the premises. **CANDLES are not permitted** inside the premises
  - Flammable items are not positioned near lighting or heaters
  - No unauthorised heating or cooling appliances are used, including barbeques inside the hall
  - The kitchen cooker is operated in accordance with the instruction manual located in the kitchen area
  - All equipment brought onto the premises is in safe and good working order and is only used in the intended purposes for which it was designed
  - Fireworks are not used inside or outside the premises
  - Car parking is appropriately supervised, and guests do not obstruct access to Mill Lane when parking. The main entrance/exit must be kept clear for emergency vehicles at all times
  - No one smokes inside the premises and that all cigarette butts are suitably disposed of in the outside cigarette bins provided. Please be aware that smoking inside is prohibited by law
  - No animals except guide dogs are brought into the premises.

## SUPERVISION:

*The Hirer will, during the period of the hiring, be responsible for supervision and care of the premises, the fabric and the contents of the building and outside areas; damage, however slight, or change of any sort and the behavior of all persons using the premises whatever their capacity. This includes supervision of car parking arrangements so as to avoid obstruction of the highway or access to adjacent properties. The Hirer will ensure the minimum of noise on arrival and departure.*

9. **OUTSIDE PLAY AREA:** The enclosed play area outside is Orsett Playgroup's Area but can be hired up until 9pm, when also hiring the hall for as long as required, but no later than 9pm. It is the Hirer's responsibility to make sure that,
- The children's play area outside is respected and not abused and the area should be left clean and tidy i.e. NO rubbish or cigarette butts.
  - No food and drink should be consumed within this area.
  - A bouncy castle may be used in this area and it **MUST** be secured down using weights. Pegs are not permitted.
  - The fire exit door to the outside area remains closed from 9pm except for emergency access.

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10. NOISE, DRUNK, DISORDERLY AND NUISANCE BEHAVIOUR: The **Hirer** shall ensure that in order to avoid disturbing neighbours of the Village Hall and local residents and to avoid violent or criminal behavior. Care shall be taken to avoid excessive consumption of alcohol, drunk, disorderly, nuisance, violent and criminal behavior shall **not** be permitted either on the premises or surrounding areas such as Mill Lane and the car park area. Alcohol shall not be served to any person suspected of being drunk or to any person under the age of 18. Any person suspected of being under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.
11. CAR PARKING: The car park is suitable for up to 30 cars, any further vehicles are advised to be parked along School Lane which is a 3 minute walk away from the hall. Parking should be appropriately supervised, and guests should not obstruct access to Mill Lane when parking. The main entrance/exit must be kept clear for emergency vehicles at all times.

THERE IS NO PARKING PERMITTED ON THE GRASS VERGES.

**Hirers** shall ensure that noise is kept to a minimum on arrival and departure, particularly late at night and early in the morning.

12. DJ/NOISE LIMITER: The **Hirer** must ensure that DJs conform to the noise limiter instructions. This is to ensure that the noise level is not going to disturb the neighbours who live in close proximity to the hall and the limiter has been set up by Thurrock Council Environmental Health in August 2022 to an acceptable level for the neighbouring community.

You could forfeit your £300 security deposit if you **do not** keep within this noise limitation or attempt to by-pass the limiter. Noise/music levels are monitored intermittently, externally throughout evening events and the committee/hall management reserves the right to enter the building during your event should we feel the need to do so and make any adjustments deemed necessary.

13. END OF EVENT/LEAVING:

- All music and serving of drinks should be stopped by 11pm for **Friday and Saturday** bookings (please note that the power supply to all sockets will cut out at this time). All Hirer's are responsible for planning so as to ensure that everyone has left the Hall, with all hired areas left in a clean and tidy condition by midnight.
- Late night bookings are kindly asked to keep noise levels at a minimum when leaving the premises and vehicles **MUST** turn RIGHT (ONE WAY) on to MILL LANE when exiting the hall carpark.
- For **Sunday evening events**, all music and serving of drinks should be stopped by 9pm and the hall **MUST** be vacated by 10pm and the above mentioned responsibilities when leaving apply.

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14. **CLEANING UP:** Please ensure all areas including the toilets, kitchen (stage area and outside if used) are left in a clean and tidy condition.

In particular please ensure that:

- Decorations are taken down
- Floor spillages are cleaned up as soon as possible to prevent floor damage
- Kitchen crockery, utensils, equipment etc are washed and returned to their original places
- Food and drink debris are cleaned and cleared away
- Used tables are cleared and cleaned to remove food and drink spillages
- Used chairs are cleaned if drink/food has been spilt on them
- Chairs and tables are returned to the cloakroom and properly stacked
- Floors are swept
- Nappies are not left in the toilet areas
- Bottles and cans etc are not left outside
- Kitchen surfaces/sink areas are left clean
- Litter/rubbish: please bring a supply of bin bags with you so that you can leave the hall clean and tidy for other users.

**RUBBISH:** The hall does not supply bin bags. Please remove all rubbish from the hall, toilets and kitchen and place bin bags into the large council bins outside in the car park. Although every effort is made to supply enough waste disposal space in the refuse bins there may be occasions when this is not possible. If these bins are full please take your remaining rubbish home with you to dispose of. Please do not leave bin bags outside next to the bins as this will attract vermin.

15. **STORED EQUIPMENT:** Unless by prior arrangement, all equipment and other property must be removed at the end of the hiring period. The Hall Management Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss and damage is hereby excluded.

16. **RETURN OF KEYS:** After your event, please ensure that all lights are switched off, all windows and doors in the hall are securely closed and locked. The keys must be returned as into the key deposit box located outside the Annexe front entrance.

Last updated February 2023