



Terms and Conditions of Hire for Regular Users of Fair Oak Village Hall

These are the regulations and conditions of hire which all regular users of the hall should read and abide by.

1. The premises are available for hire for a specified use, which includes the sale of goods for private or commercial profit, subject to the approval of the Fair Oak Village Hall Management Committee / FOVHMC (voluntary Trustees). The right of the Committee to refuse hire is reserved without stating any reason.
2. These premises are *non-smoking* (including vaping): "The Hirer shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises."
3. Hirers are responsible for the security of the building at all times during use. There are no public toilets in this building; the facilities are for the use of hall users only. Please always lock the front door behind you, and do not leave any door to the building unlocked if it is unattended. When all (or most) of your invitees have arrived, please ensure that the front door of the building is locked. There is a doorbell at the front door for latecomers. (You can plug in the white-box linked to the doorbell in the hire space where the event is taking place.) Each time the front door is opened, it must then be locked again as soon as possible. You may wish to appoint a responsible person among your invitees / in your group to check on the front door remaining locked. **Please note that any hall users not complying with the above will be responsible for any damage/vandalism which occurs whilst they are using the building.**

4. Booking Confirmation forms must be completed in full and returned to the Village Hall Office.
5. One-off bookings require a security/damage deposit. The correct deposit amount will be confirmed by the Village Hall Office staff at the time of booking.
6. All deposits and hire costs are payable within 14 days of the date of the invoice/s, and at least 14 days before the hire/event/function date.
7. Cancellations will not be accepted less than 14 days before the hire/event date. Unless the hall is then re-let to another Hirer, the deposit will be retained. We reserve the right to retain a percentage of the hire fee in addition to the deposit.
8. The deposit will be retained in full or in part against damages, breakages, abnormal cleaning, or emergency callout of a Caretaker. If all is well, the deposit will be returned within two weeks after the event/date of hire. Any exceptional damages or breakages will also be charged to the Hirer if necessary.
9. Any damage must be reported in the Fire Safety Risk Assessment folder in the main kitchen, and to the Caretaker if present. Please follow the procedures in the front of the Fire Safety Risk Assessment folder, as we ask you to place a note on any damaged item.
10. All rubbish must be removed from the site by the Hirer of the hall, including any nappies. Our contractors who empty the feminine hygiene units once a month are not licensed to dispose of nappies, so please do not place nappies in these bins. Any costs incurred to remove soiled nappies will be paid from the Hirer's deposit.
11. For "one-off" bookings, the Village Hall Office staff will lend a key to the Hirer. If a set of Grace Mears Room keys is lost or damaged, we will charge a £15 replacement fee. If a front door key is lost or damaged, we will charge a £25 replacement fee. We reserve the right to charge for new locks if deemed necessary by the Trustees.
12. For "one-off" bookings, we allow a free half-hour before your start time to access the hall and set up. We also allow a free half-hour after the end time of your hall use / party / event, so that you can tidy up and vacate.
13. Additional charges due for Theatrical Licences or Performing Rights Society Licences for performances, whether live or recorded, will be

the responsibility of the Hirer. We may request to see these licenses to check that the correct payment/s for Rights have been made.

14. Users of Fair Oak Village Hall are not permitted to screen for public viewing any films or TV programmes, whether broadcast on television (terrestrial television, Freeview or satellite services), on home entertainment DVD/Blu-ray etc, or viewed from the internet.
15. Where hiring involves use of high volumes of electricity, such as for stage lighting; or large volumes of water, eg for an outside event; this will be the subject of a separate additional charge.
16. Hire charges are kept to a reasonable economic level, and the Committee reserve the right to make changes as necessary. Each year there will usually be small hire charge increases from 1st September. Specific charges for each hire will be shown on the invoice, and payable within 14 days of the invoice date. We may apply a £10 admin fee for late payment.
17. All music must be played at a reasonable level bearing in mind our neighbours are close by. To ensure compliance, a Decibel Indicator has been fitted: this causes excessive volume to automatically cut off the power supply.
18. All electrical items brought onto the premises must be PAT tested. We reserve the right to ask to see a copy of the test certificate on request. The Hirer may need to bring extension leads in order to use power points. Please ensure that these leads go around the edges of the hall and do not present a trip hazard.
19. Any bouncy castles or inflatables must be no taller than a maximum of 10 feet, because the ceiling height of the Geoffrey Owen Hall is 12 feet. Inflatables must not be sited underneath the stage lights, or blocking emergency exits, or in direct contact with a wall. The reputable company you hire from must have all the necessary safety and insurance certificates, and we reserve the right to see them on request. ***"Hirers must conform to Regulation 7 in ACRE Info Sheet 5, regarding Public Liability Insurance and risk assessment."***
20. Smoke machines are not permitted in any part of the building, as these will trigger the fire alarm. Any activation of the fire alarm requires one of our Caretakers to attend the site to switch the alarm off, and this callout cost will result in the loss of part or all of any deposit.
21. Any caterers using our premises and equipment must have the appropriate Food Hygiene Training Certificates. These must be made available to us on request.

22. If you wish to sell alcohol during your function, you will need to obtain a Temporary Event Notice (TEN) from Eastleigh Borough Council and the Police. These applications have a fee and need to be completed online at least 10 clear working days (ideally three weeks) before the event. Guidance and application information can be found at www.eastleigh.gov.uk/licensing. A copy of the Temporary Event Notice (TEN) should be sent to the Village Hall Office prior to the function.
In the event that a TEN is not granted, the function can only proceed without the sale of alcohol.
23. Fair Oak Village Hall is licensed (by Eastleigh Borough Council) to function from 8am until 11pm, on all seven days of the week.
24. Evening functions must end no later than 11pm. All music must cease at 11pm. The hall and car park must be cleared and vacated within 30 minutes of the event's end time.
Please remember that the Village Hall is located in a residential area, with its access road adjacent to houses. Please be considerate to our neighbours, the local residents.
Hirers are responsible for:
- a) Overall good behaviour and prevention of excessive noise;
 - b) Avoiding the obstruction of fire exits, in compliance with Fire Regulations;
 - c) Observing all legal requirements in respect of the license;
 - d) Orderly car parking within the car park. There is no parking along the access road between Shorts Road and the hall car park. The area around the village hall main entrance must be kept clear at all times to ensure access for emergency vehicles. If during peak times hall users have to park in neighbouring roads, please do so safely and with extreme care and consideration to local residents, ie not blocking driveways, or pedestrian access to the village hall or New Century Park.
25. All decorations must be fire-proof and must not be fixed by nails, screws, drawing pins or Blue Tack; or by any other method that might damage the interior decoration of the hall. We advise the use of White Tack only please.
26. Nothing shall be done on the premises in contravention of the laws relating to Betting, Gaming and Lotteries Act 1963. This and all relevant subsequent legislation must be strictly observed.
27. No pets are allowed on the premises except for Guide Dogs / Assistance Dogs. This is to comply with the requirements of the Department of Health.

28. No materials must be used within the halls which might cause damage to the floor or carpet, e.g., sand, grit and other abrasive, sticky or staining substances.
29. Hirers are responsible for leaving the premises in the same clean, tidy condition as when the hiring commenced. This includes the kitchen and toilets, and the relocation of any chairs and tables if used. Please do not drag chairs or tables across the floor. All Hirers must clean up any mess, spillages etc before vacating after their event. The small, unlocked cupboard in the main corridor has a vacuum cleaner, large floor broom, and dustpan and brush for this purpose. The Hirer is advised to bring cloths and cleaning sprays to wipe any mess from tables and plastic chairs.
30. One of our Caretakers will unlock the security gates of the Village Hall each morning, at least half an hour before the first user is booked in. The Caretaker disarms the security alarms, so Hirers can let themselves in with the borrowed key, and open other doors without fear of setting off any alarms.
31. When each Hirer has checked that all their invitees have left, and leaves the hall, they are responsible for ensuring that all windows, doors, fire exits etc in the area they have hired/used, are closed and secure. This applies even when there might still be other users in another part of the building. It is the responsibility of all Hirers to keep the building secure at all times. Please do not assume that someone else will close a window, or close or lock a door.
32. Hirers are bound to accept any ruling given by the members of the Management Committee, or by the Caretaker or other staff, in relation to the use of the halls. The names of the Management Committee are displayed on the formal glazed noticeboard.
33. In case of emergency, the telephone numbers of the Caretakers are displayed on the noticeboard and also on the fob of the key lent to the Hirer. All Hirers must have a mobile phone with them while using the Village Hall, to enable them to make emergency calls. If the Fire Alarm sounds but you do not suspect a fire, please call our Caretaker. If there is any suspicion of danger or a fire, evacuate the building and call 999 for the Fire Brigade. Then please also call our Caretaker.
34. Upon accessing the village hall, **the Hirer must read the Fire Safety Regulations and Fire Risk Assessment in the Day Book folder situated in the main kitchen, and must complete and sign an entry in the folder**

before the function or event begins, and then complete the entry at the end of their session, before leaving the building.

35. Hirers receive a sheet of "Fire Instructions" among their booking paperwork. These are also on walls and noticeboards around the village hall. Please familiarise yourselves with the action to be taken in case of fire or evacuation. The Hirer / keyholder should take charge of their own invitees.
36. Emergency exits are to be kept clear at all times. They must be unlocked when that room is being used. This applies particularly to the Grace Mears Room, whose door and 'cage' padlock must be unlocked when the room is in use, even if the door is kept closed for warmth / privacy.
37. If for any reason the Committee or an individual Trustee or member of Village Hall staff feels that they must make the decision to close the Village Hall temporarily (for example in the event of extreme weather, eg snow and ice; or in the event of a danger within the building such as power failure, damage, flood etc) due to safety and accessibility issues, then all Hirers will be informed as soon as possible. In due course hire fees and deposits will be refunded to the Hirer, or their event re-booked at a mutually convenient time.
If, however, the Hirer or some of their invitees cannot get to the Village Hall at the booked time for any reason (e.g. bad weather or travel delays), but the Village Hall is still open for use as booked; then the hire costs will stand.
38. Please email (or write to) the Village Hall Office with any requests for bookings; changes to existing bookings; or cancellations of any bookings. fairoakvillagehall@btconnect.com
39. All booked-out time must be paid for. If you wish to alter the timings of your booking, or cancel a booking, please give at least two weeks' notice in writing (email is acceptable).
Cancellations should be a minimum of two weeks before the date of the booking. The exception to this is emergency circumstances.
If we receive less than two weeks' notice of a cancellation, we reserve the right to charge for that booking.
40. Buffer / changeover times. For regular users, we try to allow a free 15 minutes (or for very large groups 30 minutes) before the start of your paid booking time, so that you can access the village hall and set up. We also endeavour to allow a free 15 minutes (or 30 minutes for very large groups) after the end of your booked time, so that you can tidy up and vacate.

Please work harmoniously with other users who might be setting up or tidying away at the same time.

41. Invoices are emailed out at the beginning of each new month, requesting payment for your use of Fair Oak Village Hall in the previous month.
42. Invoices are due for payment within 14 days of the invoice date. Any invoice which remains unpaid after the due date will be subject to a £10 admin fee for each month the invoice remains unpaid.
43. Keep the front door locked. Please remember to lock the front door when your meeting / session is about to commence. You are responsible for the security of the hall. Any member of the public who is not part of a hall user group should not be able to just walk into the building.

This document was agreed by the Trustees in January 2020