

Dalwood Village Hall Trust - Hiring Terms & Conditions

Dalwood Village Hall Trust
(Registered Charity 300809)
Dalwood, Devon, EX13 7EQ

Bookings: Linda.langman@hotmail.co.uk

Hiring Terms & Conditions

IMPORTANT: Please read this document carefully. By hiring the hall, you are agreeing to all the terms and conditions set out below.

Hire Fees (from January 2026)

- £8 per hour for hall hire only (no use of kitchen ovens)
- £11 per hour with use of kitchen ovens included

1. Supervision & Responsibility

- The hirer must be at least 18 years of age and is responsible for supervising their event to prevent damage to property or injury to people.
- The hirer is liable for the cost of repairing any damage (including accidental or malicious damage) to the hall or equipment, except for reasonable wear and tear. They are also responsible for replacing any items that go missing during their hire.
- The hall must not be left unattended and unlocked, except in cases of fire or serious danger to persons.

2. Payment and Cancellations

- Village organisations and approved regular hirers will be invoiced for their bookings.
- All other hirers must make payment in advance by BACS wherever possible. BACS details: Account Name : Dalwood Village Hall Trust, Sort code 08-92-99, Account No: 67378995.
- Repayment of any hire fee in the event of cancellation by the hirer is entirely at the trustees' discretion.
- The trustees reserve the right to cancel any booking in extraordinary or special circumstances, giving notice to the hirer. The trustees accept no liability for any resulting direct or indirect loss or damages.

3. Hall Insurance

- Hirers are strongly advised to take out their own public liability insurance to cover their specific risks.

- The hall trustees are insured for claims arising from the trustees' proven negligence in the operation or management of the hall.
- For Registered Charities, non-charity community groups, families, or individuals hiring for private functions, a Hirer's Liability extension of £2 million is available, provided the following criteria are met:
 - The activity is non-commercial.
 - The hirer has no other insurance for this activity.
 - The activity benefits the local community.
 - No excluded activities are involved (see policy for details; e.g., bouncy castles are excluded).

The trustees may request proof of cover if they believe the above criteria are not met.

Hirers wishing to benefit from the Hirer's Liability cover must request it at the time of booking. Please note, this does not extend to cover employees or volunteers under the hall's employer liability policy.

If the hirer is a person, persons, or organisation making a profit from the event, proof of current Public Liability (and, if applicable, Employer's Liability) insurance must be provided to the Booking Secretary with payment or the booking will be cancelled.

4. Access

- The key is kept in a key safe by the entrance. Upon confirmation of booking, the hirer will be given the key safe code. The key must be returned to the safe at the end of the hire period.

5. Car Parking

- The hirer is responsible for supervising car parking to avoid obstructions to the highway or nearby properties.

6. Noise

- Reasonable care must be taken to ensure neighbours are not inconvenienced by noise, including during arrival and departure.

7. Use of the Hall

- The hall must not be used for any purpose other than that described at the time of booking or for any unlawful activity.
- The hall may not be sub-hired, and smoking is strictly prohibited in all areas of the hall.

8. Hall Equipment

- It is the hirer's responsibility to ensure all hall equipment, if used, is fit for purpose and used appropriately.
- No equipment or items should be removed from the hall or kitchen.

Note: Excluded activities include, but are not limited to, the use of any form of "Bouncy Castle".

9. Hirers' Own Electrical Equipment

- Any electrical appliances brought in by the hirer or attendees must be in good working order and recently PAT tested. The hirer is responsible for their safe and sensible use.

10. Sale of Goods

- If selling goods on the premises, the hirer must comply with all relevant laws and codes of practice.

11. Hirers' Property

- No items may be stored at the hall without the trustees' permission.

12. The Stage

- With sufficient notice, all or part of the portable stage may be erected by trustees or their representatives only. A charge of £100 applies to cover time and labour.
- Anyone using the stage does so at their own risk.

13. Fire Precautions

- All exits must remain clear and accessible. Fire doors must not be wedged open. Fire extinguishers are provided.
- Highly flammable substances, fireworks, and naked lights are not permitted in the hall.
- At the beginning of the hire, familiarise yourself with the locations of fire alarms, extinguishers, exits, and the assembly point.
- In the event of discovering a fire or hearing the alarm:
- Switch on all lights.
- Activate the fire alarm if necessary.
- Stop all music, entertainment, or activities.
- Open and man all exits.
- Evacuate the building swiftly and safely.
- Dial 999 for the Fire Service.

- Assemble in the car park.
- Do not return to the hall.
- The Fire Brigade must be called for any outbreak of fire, and a trustee must be informed immediately.

14. Activities for Children & Vulnerable Persons

- Any organisation or person hiring the hall for activities involving children or vulnerable persons must comply with all relevant laws and safeguarding regulations.

15. Accidents & Dangerous Occurrences

- The hirer must report all accidents involving injury during their hire period to the trustees as soon as possible.
- Any failure of hall equipment must also be reported promptly.

16. No Alterations

- No alterations, decorations, signs, or additions to fixtures or fittings may be made without prior written approval from the trustees.

17. No Rights of Tenure or Occupation

- Overnight occupancy in the hall or its grounds is not permitted. The hirer does not acquire any rights of tenancy or occupation.

18. Food Health & Hygiene

- If preparing, serving, or selling food, the hirer must observe all relevant food health and hygiene legislation and regulations. A refrigerator is provided.

19. Heating

- No portable heating appliances are to be used without prior consent from the trustees.
- Do not adjust the central heating thermostat or controls without consulting a trustee.

20. Animals

- No animals (including birds) are allowed on the premises, except for Assistance Dogs.
- Bookings for licensed animal experiences must show their licence to the trustees; all responsibility lies with the hirer.

21. Licences

- The hall is licensed for the serving of alcohol and the playing of music, holding both the PRS and PPL licences.

22. Use of the Kitchen

- Hirers must supervise and ensure the careful and safe use of all kitchen equipment and electrical items.
- Crockery and utensils are available for use and must be washed and returned to cupboards and drawers before the end of the hire period.
- The sink, worktops, and floor must be left clean.

23. At the End of Your Event

- Ensure all lights and power points, including hand driers, are switched off.
- Close and/or lock all inner and outer doors as required.
- Close and lock the kitchen serving hatches.
- Store all equipment safely.
- Leave the hall clean and tidy, with chairs and tables cleaned and returned to their original locations.
- Check that all windows are closed and secured.
- Flush toilets and leave them clean.
- Empty rubbish bins and place waste outside.
- Ensure all taps are properly turned off.

24. On Leaving the Hall

- Place the key back in the key safe.

25. Agreement

- By hiring the hall, you confirm you have read and understood these terms and conditions and agree to abide by them.
- You will provide a copy of your personal liability insurance (if applicable) when first booking the hall.
- Children and young adults under 18 years of age will be appropriately supervised.

The Trustees reserve the right to modify these Terms & Conditions at their absolute discretion as and when necessary.

Dalwood Village Hall Trustees. June 2026

Amended and Approved re Hire rate increase 25/2026

Amended and approved Animals 20/2023

Amended and approved November - removed Covid 10 restrictions 23/2025