



Terms and Conditions of Hiring from 1 February 2026

Martinstown Village Hall (MVH) Management Committee informs hirers of the Hall that by signing or a booking form, or indicating acceptance of Terms and Conditions on the Hallmaster Booking System they are entering into a contract that could be used in evidence should legal action become necessary. Review date January 2027

A Summary of Key Terms and Conditions:

The booking must include time for set up and clear as others may book directly adjacent time slots.

We reserve the right to cancel any booking to meet the demand of our object to benefit the inhabitants of Winterborne St Martin Parish, for example for use relating to a funeral

You must be clear of the MVH site by 2300 (11pm).

The hirer is responsible for:

- safety during the hire period.
- adhering to MVH Policies and Instructions.
- putting out and replacing any MVH property used (Chairs, tables, sports equipment etc).
- operating AV equipment in accordance with the instructions provided.
- the behaviour of people in the Hall and Grounds during the Hiring.
- ensuring all required licences are in place - sale of alcohol, public broadcast etc.

The hirer must report to MVH:

Any damage discovered or occurring during the Hiring.

Any injuries

The Legal Agreement:

PARTIES (1) Martinstown Village Hall Management Committee, referred to as MVHMC
(2) The person or organisation hiring the Hall as shown on the Booking Form

1. **AGREED as follows:** Throughout this agreement

- Martinstown Village Hall, where referred to as “we”; “our”, is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees
- the person or organisation named as hirer on the Booking Form, whether physical or online, is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
- where you must seek our consent, tell us about something or give us something, you must seek consent from the Bookings Secretary or, if the Bookings Secretary is not available, any of our Trustees.

2. Use In consideration of the hire fee described in the booking arrangements. We agree to permit you to use the premises for the purpose described and for the times described in the Booking Form. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Date(s) required: these are the dates and times entered on the completed booking form.

2.2 Village Hall

(a) Registered Charity No: 301205

(b) Authorised Representative: Secretary - David Haslam

2.3 Hirer: as named on the booking form, whether physical or online, where contact details are also required.

2.4 Hire Fees: We are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days’ notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes, for example for a Villagers funeral. In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

2.5 Premises The booking agreement covers the part(s) of the premises specified on the booking form, whether physical or online.

2.6 Purpose/description of hiring: You are responsible for ensuring that appropriate licences are in place for the activities you propose to carry out, and for answering the related questions honestly on the online booking system. Please see Paragraph 4 for further details on licenses.

3. Number of people You agree not to exceed the maximum permitted number of people per room. Numbers including the organisers/performers must not exceed 100 persons if seated, 200 persons standing.

4 Licences

- Sale of alcohol. Whilst the Village Hall holds a Premises Licence sale of alcohol by hirers requires you to hold a Temporary Event Notice.
- Gaming, betting, and lotteries. You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.
- Music. We hold a PRS/PPL Licence. You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.
- Film. You must ensure that you have the appropriate copyright licences for film. You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

5. During the hiring You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. Standard conditions of hire We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree otherwise in writing. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement. If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

6.1. Age You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

6.2. Supervision During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the

highway. As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.

6.3. Use of premises You must not use the premises for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission, which will be given when we confirm the booking.

7. Insurance and indemnity

7.1 You are liable for:

(a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents

(b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service (if any)

(c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service (if any), and

(d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.

7.2 We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against: (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies we receive under the insurance policy.

7.3 Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer. We are insured against any claims arising out of our own negligence.

8. Safeguarding children, young people and vulnerable adults You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

9. Public safety compliance You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy. You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

(i) You acknowledge that you have are aware of our policies and instructions relating to the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Our First Aid equipment is in the marked drawer in the Kitchen,

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.

That illuminated emergency exit signs are turned on during the whole of the time the premises are occupied.

10. Noise You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, limit the volume to reasonable levels.

11. Drunk and disorderly behaviour and supply of illegal drugs Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

12. Food, health and hygiene You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

13. Electrical appliance safety You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

14. Stored equipment We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed. We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

15. Smoking Smoking is forbidden within the Hall. You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. You must ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

16. Accidents and dangerous occurrences You must report to us as soon as possible any failure of our equipment. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book, which is in the kitchen drawer marked for the First Aid kit. You must also report injuries to our Secretary who will determine whether further reporting is necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

17. Explosives and flammable substances You must ensure that:

- (i) Highly flammable substances are not brought into or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

18. Heating You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

19. Animals No animals other than assistance dogs are permitted on the premises, and no animals are permitted in the kitchen.

20. Fly posting You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

21. Sale of goods You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. You must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

22. Cancellation

22.1 If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we will, at our complete discretion, require payment of the hire fee.

22.2 We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (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) our requiring the facilities booked to meet the demand of our object to benefit the inhabitants of Winterborne St Martin Parish, for example for use relating to a funeral (see also clause 2.4).

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

23. End of hire You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

24. No alterations You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations, or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them, and you must make good to our satisfaction any damage you cause to the premises by such removal.

25. No rights This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.