



Halton Village Hall – Terms & Conditions

Adopted HPC 2024

Reviewed and amended HPC March 2025

Review and amended HPC 12th Nov 2025

Summary of Changes Made

- Document rewritten in plain English for clarity.
- Introduced a £100 refundable damage/cleaning deposit for private events.
- Introduced minimum 4-hour hire duration for private one-off bookings.
- Updated cancellation policy to: more than one month = full refund; within 1 month = 50% refund; within 1 week = no refund.
- Clarified hirer responsibilities for fire safety, safeguarding, and end-of-hire cleaning.
- Added information about tea towels and purple outside bin
- Added information on how to contact parish council out of hours, how to report and injury /incident and what to do in an emergency.
- for ease of reference added clarified the information about fire safety and what to do in the event of a fire.
- Added about use of grit bin and taking care in icy conditions.

Halton Village Hall – Terms & Conditions of Hire

These Terms & Conditions apply to all hirers of Halton Village Hall. By confirming a booking, the hirer agrees to comply with these Terms & Conditions.

1. Who May Hire the Hall

The hirer must be aged 18 or over. The hirer is responsible for the behaviour and safety of all attendees during the hire period. Teenage Parties are not allowed.

2. Purpose of Hire

The hall may only be used for the activities stated on the booking form. Sub-letting is not permitted.

3. Hire Rates and Payment

The following hourly rates apply to all bookings of Halton Village Hall:

Hirer Category	Rate Per Hour
Local Community Groups (Halton-based, non-profit)	£15.50/hour
Private / Non-Local Hire (parties, commercial classes, groups from outside parish)	£20.00/hour
Block Bookings (10+ sessions booked & paid in advance)	£15.50/hour

Payment Schedule

- Invoice issued upon booking confirmation.
- 50% payment due within 14 days.
- Remaining balance due 1 month before event.
- If payment deadlines are not met, the booking may be cancelled.

4. Refundable Damage / Cleaning Deposit

A £100 refundable deposit is required for all private or one-off hires. This will be returned after the event if the hall is left clean and undamaged.

The Hirer shall, during the period of the hiring, be responsible for: supervision of the Village Hall, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the Village Hall whatever their capacity. As directed by the Booking Clerk, the Hirer shall make good or pay for all

damage (including accidental damage) to the Village Hall or to the fixtures, fittings or contents and for loss of contents.

5. Minimum Hire Period

Private and one-off bookings are subject to a minimum hire duration of 4 hours.

6. Cancellation Policy

More than one month before the event: full refund. Applies to one off and regular bookings.

More than one month 100% refund

Within one month: 50% refund.

Within one week: no refund.

Please contact the Bookings Clerk to request your cancellation and or refund.

bookings@halton-pc.gov.uk

7. Health & Safety Responsibilities

The hirer must ensure all attendees know the **fire exits and assembly point** which are illustrated on the noticeboard in the entrance of the hall. Fire doors must remain accessible at all times. In the event of a fire the hall user can activate a fire call point to sound the alarm or the alarm may sound automatically.

The Hirer must ensure that the Village Hall is not occupied by more than 80 seated and no more than 100 people at any time. The Hirer shall ensure that all electrical equipment belonging to the Village Hall and any electrical equipment brought in by the Hirer are used safely in accordance with the Instructions.

In icy or cold weather, the car park and entrance path may become slippery. A grit bin is located to the left of the main hall door. Please use this if required to make the entrance safe. All hirers and visitors should take extra care when entering and leaving the hall during icy conditions. Halton Parish Council cannot accept responsibility for slips or falls resulting from weather conditions where reasonable precautions have not been taken.

Accidents and Dangerous Occurrences The Hirer must report all accidents involving injury to the public to a member of the Village Hall to Halton Parish Clerk as soon as possible via email clerk@halton-pc.gov.uk or telephone the Parish Council Office on 01296 626073. **A first aid kit** and incident reporting form, located in kitchen draw, must be completed at the time of accident/incident and this form should be posted through the Parish Council letterbox located on the wall by the main exit/entrance to the Village Hall, For serious accidents where RIDDOR is required the HSE form should be completed and returned 'as above', and an email should be sent to clerk@halton-pc.gov.uk within 24 hours

8. Safeguarding

Safeguarding children, young people and vulnerable adults at risk. 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). The hirer shall ensure that any activities for children under 8 years of age comply with any legislation current at the date of the hiring. Youth organisations using the Village Hall must have adequate adult supervision. Staffs must have a current enhanced level DBS for the appropriate group they are supporting.

9. Food & Kitchen Use

If preparing or serving food, the hirer must follow relevant food safety regulations. The kitchen must be left clean. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat in the Village Hall must be refrigerated and stored in compliance with the Food Temperature Regulations. The Village Hall is provided with a refrigerator and a dishwasher.

Please leave the kitchen as you found it and please ensure the fridge is emptied.

10. Use of Wi-Fi Service

Wi-Fi is provided for the convenience of hall users. The access code is displayed on the notice board in the entrance lobby and on the wall inside the hall. By using the Wi-Fi, you agree not to use the service for anything illegal, offensive, harmful, or disruptive, and you must not share the Wi-Fi password beyond those attending your booking. You must not download or share copyrighted material without the necessary permission. The Parish Council may suspend or withdraw access to the Wi-Fi at any time if it is being misused or if it causes technical issues. We cannot guarantee the speed, reliability, or availability of the Wi-Fi service, and we are not responsible for any data loss, interruption, or connectivity issues. It is your responsibility to ensure your device is compatible and secure.

11. Alcohol and Licensing

If alcohol is to be sold, the hirer must obtain the necessary Temporary Event Notice from Buckinghamshire Council.

12. Sale of Goods

The Hirer shall, if selling goods in the Village Hall, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall

be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

13. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the Village Hall in contravention of the law relating to gaming, betting and lotteries.

14. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Village Hall, other than for a special event or hire purpose agreed to by the Village Hall. No animals are to enter the kitchen at any time.

15. Car Park & Noise and Neighbours

Noise must be kept to a reasonable level to avoid disturbance to nearby residents.

The hirer is responsible for ensuring that vehicles are parked in an orderly way so as to avoid obstruction of the highway and that any parking requirements in the Instructions are followed. Users may need to ask for assistance when leaving the car park due to vehicles parked in the road. Alcohol must not be consumed in the car park. Please do not park on pavements.

16. No Alterations No alterations or additions may be made to the Village Hall nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the Village Hall

17. Insurance and Liability

The hirer is responsible for any damage caused to the hall, its contents, fittings, or surrounding areas during the hire period. This includes accidental damage as well as damage caused by guests, contractors, or anyone attending the event. The hirer is also responsible for any claims, injuries, losses, or complaints that arise from the event or activity taking place during their hire.

Halton Parish Council holds insurance to cover its own legal liabilities. However, if a claim arises because of the hirer's activities, negligence, or failure to follow these Terms and Conditions, the hirer may be required to cover any insurance excess or costs not covered by the Council's insurance policy.

If the hirer is a business, commercial activity, organisation running public events, or an event involving higher-risk activities, the hirer must have their own public liability insurance in place. Proof of insurance must be provided on request. If the required insurance evidence is not provided when requested, the booking may be cancelled.

18. End of Hire Requirements

The hall and kitchen must be left clean, tidy, and secure. Chairs and tables must be returned to storage, kitchen bins emptied and placed in the purple bin outside the hall, lights off, used tea towels placed in the laundry bin, new tea towels can be found in the bottom kitchen drawer and heating returned to the instructed setting by the thermostat.

! Urgent or Emergency Issues !

If you experience a problem with the hall — for example, difficulty accessing the building, failure of heating or lighting, flooding, vandalism, or any other urgent issue please telephone the **Parish Council Office on 01296 626073** and leave a voicemail if your call is not answered. Messages are automatically forwarded and will be picked up as soon as possible.

For serious incidents involving fire, injury, crime, or immediate safety concerns, contact the **emergency services on 999** first, then notify the Parish Council as soon as it is safe to do so. There is a defibrillator on the wall outside the village hall to the left of the external kitchen door.

Hirers and contractors are asked to report any incidents affecting health, safety, or security — including damage, equipment faults, or antisocial behaviour to the Caretaker — using the same telephone number. This ensures the Parish Council can respond promptly and maintain the safety and accessibility of the hall at all times.

Data Protection and Compliance

All Parish Council communication systems and procedures are fully compliant with UK GDPR and data protection legislation.