



## WICK VILLAGE HALL

The Village Hall Wick & Abson ('the village hall')

Terms and Conditions of Hire

Charitable Incorporated Organisation: 1202440

The village hall is part of the community and the committee has to follow the following regulations:- Fire; Alcohol Licensing; Public Entertainment Licensing; Health and Safety; Hygiene and Preparation of food. It is also bound by the constraints of its insurance company.

### **The Responsibilities of the Hirer:**

The Hirer must be over 18 years of age and agrees to adhere by the Terms and Conditions stated below. During the period of hire, it is the responsibility of the Hirer to ensure that these Terms and Conditions of Hire are understood and adhered to by all persons using the hall. There must be supervision of the premises, the fabric and the contents of the hall during the hire period. The behaviour of all persons using the premises in whatsoever capacity should be reasonable so as to avoid nuisance to neighbours - this includes conduct in the car park – avoiding any obstruction on the road or noise to neighbours when leaving. For children's parties any legal supervision ratio per child and child care regulations must be adhered to. Parties for groups up to and including age 18 must have responsible adults present at all times

The maximum number permitted in the hall for any function is 80.

### **Fire Regulations:**

The Hirer is the responsible fire officer for the hire period. All users are to be made aware of fire risks and exit points. In case of a fire, all persons should be evacuated from the hall as soon as possible and stand in the car park. Fire exits are illuminated and unlocked and free from obstruction. No attempts should be made to tackle the fire. Dial 999 for assistance. Details of an outbreak of fire, however slight, should be given to Fire Brigade and the Bookings Secretary.

### **Alcohol and Public Entertainment Licensing:**

If alcohol is to be served in the hall the Hirer is required to obtain a Temporary Events Licence from South Gloucestershire Council. A link is provided on the village hall website.

### **Health and Safety:**

The village hall committee is insured only for its own negligence. The Hirer is responsible for the supervision of the premises, the fabric and contents and shall make good or pay for any damage to the hall or its contents. Any breakages or damage should be reported to the Bookings Secretary.

- Smoking and naked flames are not permitted in the hall at any time.
- Children are not permitted in the kitchen unless accompanied by an adult.
- It is the responsibility of the Hirer to ensure that the hall is left clean and tidy after use.
- The Hirer agrees to read and adhere to the Health and Safety regulations, including those relating to food preparation, details of which are provided in the folder in the kitchen.

- Any rubbish should be taken away at the end of the function; should the committee need to dispose of any waste left, the £25 security deposit will not be returned.

Fireworks are not permitted for use in the hall or in the grounds.

The village hall committee accepts no responsibility for any equipment stored or other property brought in to or left at the village hall. All liability for loss or damage is hereby excluded.

### **Payment Arrangements:**

All bookings must be confirmed by a completed booking form, plus payment in full, at least seven days before the event. The committee reserves the right to refuse use/cancel the booking if no payment is made.

Payments can be made by cheque, payable to 'Wick Village Hall' and sent to the Treasurer at: Naishcombe Cottage, Rock Road, Wick, Bristol, BS30 5TW. Alternatively, payment can be made by direct bank transfer to:

Unity Trust Bank  
The Village Hall Wick & Abson  
20488877 60-83-01

For wedding bookings, a £250 security deposit will held on file and returned after the event.

Any queries should be sent to: [wickvillagehall@gmail.com](mailto:wickvillagehall@gmail.com).

Wick Village Hall  
Manor Road  
Wick  
Bristol  
BS30 5RG  
[www.wickvillagehall.co.uk](http://www.wickvillagehall.co.uk)