

WALTON (BERKSWICH) VILLAGE HALL (24<sup>th</sup> March 2023)  
TERMS AND CONDITIONS FOR USE OF WALTON (BERKSWICH) VILLAGE HALL.

1. The applicant is responsible for the good behaviour of all persons using the Hall during their period of hire.
2. The Hall is protected by CCTV and the cause of any damage will be identified.
3. The presence of unsupervised children on the Village Hall premises is not allowed.
4. The Hall is not licensed for the sale of alcohol and alcohol is not permitted at any event primarily for young people.
5. The Hall has a premises licence to allow the showing of films, including commercial DVDs, on the premises. However, it is the legal responsibility of those wishing to show copyrighted material whether rented, purchased or downloaded from the internet to obtain a performance license before any such showing. The Hall does not hold a television licence.
6. The Village Hall does not have any form of Gaming Licence. Hirers must satisfy the Bookings Manager that any gaming related activity which they may wish to carry out is lawful.
7. The hirer must comply with the terms and conditions of the Hall's Premises Licence, as issued by Stafford Borough Council and posted on the Hall notice board.
8. Smoking and the use of any naked flame appliances are prohibited inside the premises.
9. Hirers must register the names of all attendees at their event.
10. The capacity of the Main Hall is 120 and the Bromage Room is 30, including a maximum of 5 in the kitchen. Parking provision must be confirmed in advance.
11. Hirers should have access to a mobile phone for use in an emergency since there is no public phone available in the Hall. An improved signal can be obtained at the top of the road.
12. You may use the white crockery only and cutlery provided in the kitchen at no extra charge, but we do not provide tea towels, so if you do use these items, please bring your own tea towels so that the crockery/cutlery can be washed and dried, ready for the next user. All breakages must be reported, so that they can be replaced. There is not normally a charge for minor accidental breakages.
13. The Hall must be left clean and tidy after your event. Brushes and pans are available in the utility room next to the disabled toilet. Mops and buckets are available in the cupboard in the disabled toilet. A V-mop and vacuum cleaner are available in the store room at the back of the Main Hall. Debris should be discarded in the waste bin in the kitchen.
14. We have limited waste disposal facilities and you must take your rubbish home with you.
15. Attaching posters and decorations to the fabric by adhesive tape is not permitted. The Bookings Manager should be consulted if you wish to make some temporary attachment.
16. Standing on chairs or tables is not permitted for any reason. A two-step ladder is available in the store room under the clock.
17. Tables must be wiped down and returned to the storeroom at the end of your event.
18. Chairs must be stacked as follows -
  - 18.1 In the Main Hall, chairs should be stacked 5 high and placed against the wall with the emergency exit. No more than two stacks should be placed in the small area at the clock end of the Hall.
  - 18.2 In the Bromage Room, the maroon chairs should be stacked 5 high against the far wall under the clock. The orange chairs should be stacked six high with one set between the far cupboard and radiator and the rest against the wall with the clock.

19. Heating is by radiators, with two in the Main Hall and 1 in the Bromage Room. They are controlled independently by a block of 3 electrical ON/OFF switches opposite the hatch in the corridor. The heaters are powerful and one or more should be turned off as the hall warms up and all turned off at the end of your event. Do not place any items on top of the radiator screens.
20. The Hall's electricity supply is protected by a Residual Current Circuit Breaker which will trip if you use a faulty electrical item. Disconnect electrical items before attempting to reset the trip in the corridor. All electrical equipment brought into the hall is done so at the hirer's risk. Guidance on dealing with problems with the gas, water or electricity supplies is given on the notice board by the front door. Please advise the Bookings Manager of any problems
21. Accidents or damage must be reported to the Booking Manager as soon as practicable, so that remedial work can be undertaken.
22. The speaker system and related microphones may be accessed by consultation with the Bookings Manager. The hearing loop is connected to this system but must be activated by a switch in the corridor.
23. Access to a free Wi-Fi system is available and the password is shown on the noticeboard.
24. At the end of your event, the organiser should make the following checks -
  - 24.1 All windows and external doors are closed.
  - 24.2 All chairs are stacked correctly
  - 24.3 The rooms and kitchen are clean and free of debris
  - 24.4 All lights, fans & heaters are turned off in the Main Hall, Bromage Room and kitchen. Note that the toilet and corridor lights are controlled by a sensor.
25. Animals are not allowed on the premises, except for guide dogs.
26. An access code will be emailed to casual users of the hall 24-48hrs before their event by the Bookings Manager. For regular hirers of the hall, a non-refundable charge may be levied for a front door key which must be returned when their periodical use of the hall ends.
27. The premises must not be used outside the confirmed booking times. The times of entry and exit for all users will be as per displayed within the hallmaster booking system. In the event that the hall is used outside these times the corresponding hire charges will be deducted from the deposit or invoiced accordingly. The front door of the hall must be left unlocked during the entire hire period.
28. Cancellation of a reservation by a casual user is permitted up to 48 hours before the event start time. In the event of a cancellation with less than 48hrs notice the hire fees will remain payable.
29. The hirer must obtain approval from the Bookings Manager for any electrical or mechanical device to be brought into the hall for the event. Temporary decorations are permitted (See 15).
30. Cancellation of a reservation by a regular user is permitted up to the preceding day. For other users, a week's notice is required.
31. All users of the Hall must comply with the Fire Regulations as published on the hall notice board.
32. The damage and housekeeping deposit may be withheld in part or full for any of the following reasons, this list is not exhaustive -
  - a. Failure to leave the premises in a clean and tidy condition.
  - b. Use of the Hall outside the agreed booking start or finish times.
  - c. Failure to secure the premises (close & lock all doors and windows) after the event.
  - d. Failure to turn off all heaters and all lights after booker's event.
  - d. Damage to the Hall or its fabric
  - e. Waste left at the hall after the booker's event.
  - f. Failure to return the front door key & secure the key safe.