

## Barham Village Hall - Terms & Conditions of Hire

### 1. General Guidelines

- Barham Village Hall is a no smoking and no vaping venue throughout the building.
- Hirers must be aged 21 or over.
- The Hirer is responsible for safety, behaviour, and security during their hire, including ensuring fire exits remain clear.

### 2. Maximum Capacities

- Seated at Tables: 70
- Audience Style: 80 + 20 performers
- Dancing/Mixed Events: Up to 100
- Please respect these limits for safety and comfort.

### 3. Use of Premises

- The hall must only be used for the purpose stated on the booking form.
- Sub-hiring or unlawful use is prohibited.
- Hirers must obtain and hold appropriate licences (alcohol sales, PPL music licences, public event insurance, etc.) and provide proof where required.
- All use must comply with health & safety laws, fire regulations, food hygiene, and safeguarding standards.

### 4. Set Up, Cleaning & Departure

- Hirers are responsible for setting up and packing away furniture and equipment.
- All rooms must be left clean and tidy, following the Exit Checklist on display.
- All rubbish must be taken away (do not use outdoor bins).
- Keys must be returned as directed.
- All activity must cease by 11:30pm (or 6pm on Sundays), with reasonable clean-up time permitted.

## 5. Restrictions

- No sticky substances, pins, nails or adhesives on any surfaces.
- No smoke machines (will activate fire alarms).
- No animals except assistance dogs unless agreed in advance.
- No unauthorised advertising or fly posting.
- Noise must be kept to a minimum on arrival and departure.

## 6. Equipment & Utilities

- Any electrical equipment brought in must be safe and PAT tested.
- Heating and ventilation are pre-set-please do not adjust thermostats.
- You may use kitchens and kitchenettes as applicable, but must bring your own consumables.

## 7. Security Deposits

- A £100 refundable deposit is required for all parties, events, weddings and ad-hoc hires.
- An additional £100 deposit is required for use of the projector and/or screen.
- Deposits will be returned in full if the hall is left in good condition.

## 8. Corporate Surcharge

- A surcharge applies for business or public sector bookings:
  - Main Hall or Grabham Room: £25 per booking
  - Cavalier Room: £15 per booking

## 9. Cancellations

A sliding scale of cancellation charges applies:

- 1 month before: 10% of hire fee
- 2 weeks before: 20%

- Less than 1 week: 50%

## 10. Accidents & Emergencies

- All accidents must be reported to the Booking Administrator and logged in the Accident Book (main kitchen).
- Any fire, however small, must be reported.
- Emergency procedures and fire exits are displayed clearly on site.
- The Fire Assembly Point is located in the car park by the bowling green.

## 11. Insurance & Liability

- Barham Village Hall is not liable for any loss, damage, or injury unless caused by negligence of the Hall.
- Hirers must hold £5 million public liability insurance for ticketed public events and submit proof prior to hire.
- Hirers are responsible for all damage caused and for ensuring adequate cover.

## 12. Safeguarding

- All hirers working with children or vulnerable adults must have valid DBS checks and safeguarding policies.
- Please report any concerns in line with our Safeguarding Policy, available under the Governance section of our website.

Thank you for supporting Barham Village Hall. If you have any questions, please contact us at [barhamcommunityhall@hotmail.co.uk](mailto:barhamcommunityhall@hotmail.co.uk)