



Dinder Village Hall

(Registered Charity 269110)

Dinder Village Hall, Sharcombe Lane, Dinder, Wells, Somerset, BA5 3PF

Glossary of Terms

DVH – Dinder Village Hall and its car park

Committee – the Committee of Dinder Village Hall

Hirer – the person or organisation hiring Dinder Village Hall

Hire Period - the period of time that the Hirer is booked to use DVH

Description

- Area - Dinder Village Hall is a community resource for the residents of the Village and Parish of Dinder.
- Facilities – DVH consists of the main hall with fold-down stage, the kitchen, bar area, the conservatory, and toilets.
- Licence – DVH has a licence from Mendip District Council for the Sale of Alcohol, Performance of Music and other public activities.
- Insurance – DVH has full insurance for its legal responsibilities including employers and public liability. However, the insurance does not cover the activity and liability of the Hirers who are required take out their own insurance related to their respective activities.
- Accessibility – DVH has step-free access with a ramp up to the front door.
- Lavatories – DVH has ladies' and gents' lavatories, and one accessible toilet (shared with the ladies).
- Capacity – DVH has capacity for 80 people, additional numbers by special arrangement.
- Equipment – DVH has tables (large and small), chairs, a fully equipped kitchen, piano, electronic organ and staging. Cutlery is provided, but please note that we do not keep sharp knives at DVH.
- Heating – there is a modern heating system at DVH which is efficient and effective. Please ensure that this is always turned off when you leave.
- Fire extinguishers – up-to-date fire extinguishers are kept at DVH.
- WiFi – there is currently no access to WiFi at DVH.

Terms of Hire

1. DVH is available to be booked by individuals and organisations in return for the current charge as agreed by the Committee.
2. Eligibility – There is no restriction in the hiring of the hall as long as the activity is legal, conforms to common decency and is not offensive in nature.
3. Charges – There are two rates for the hire of DVH, depending on whether the Hirer is resident in the Parish of Dinder or not, and the frequency of hire over a period of time. With effect from 1st July 2018, our new hire charge will be £12 per hour, with a reduced rate of £10 p.h. for residents of Dinder, and for regular users who book the hall on average at least once a month.
4. Availability – DVH is available to be booked from 8am to 11.30pm every day of the year.
5. Hire Period – the Hire Period commences from the time the Hirer enters the Hall or the booked time for the hire (whichever is earlier) and concludes from the time the Hirer leaves the Hall or the booked departure time (whichever is later).
6. When booking a session at DVH it is essential that the time includes the set-up and pack-down time and not just the actual time of a public event. This is a condition of our insurance.
7. When the Hall is booked in the evening it is a requirement that any live or recorded music should cease at 11pm. The final half-hour is for packing up and cleaning. The Hall site must be vacated by 11.30pm.
8. Keys – these will be available for collection from the Bookings Secretary on the day of the hire and are to be returned immediately after the ending of the Hire Period. Again, this is a requirement of our insurance.
9. Confirmation – the confirmation for the booking will usually be made by telephone.
10. Contact – in the first instance with the Bookings Secretary –
Mrs Joan Chambers, Sharcombe Farm, Dinder. Telephone: 01749 672563
11. Cancellation – if the booking is cancelled at late notice the Committee reserves the right to invoice the Hirer for the booked time if it is unable to fill it with another booking.
12. Payment Terms – the payment for the use of the Hall is due strictly within 30 days after the date of the issue of the Invoice.

Conditions of Hire

13. When making a booking at DVH, the Hirer agrees to ensure that it is clean and tidy after their session and ready for the next Hirer to come in. Any time required for packing up and cleaning is to be included in the Hire Period.
14. The Committee reserves the right to charge a cleaning fee if the Hall is left in an unsatisfactory condition by the Hirer.
15. Damage – The Hirer is expected to take care of the property of DVH and is responsible for the replacement/repair of anything damaged during their hire, including floor coverings. The Committee reserves the right to make an additional charge to cover replacement/repairs for any damage caused.
16. Security – the Hirer is responsible for the security of the building whilst they are on site and are to ensure that no property belonging to DVH is removed from the building. They are also responsible for who enters the building and the activities they undertake.
17. Locking up – Please ensure that all lights and heating and taps are turned off and the property is secured.

18. Health and Safety – the Hirer is responsible for the health and safety of their guests. It is their responsibility to ensure that no hazards are set in place that might create a risk. There is a First Aid box and an Accident Book in the kitchen.
19. Safeguarding - DVH at no point acts ‘in loco parentis’ for children in the building. Children remain the responsibility of their parents or of a responsible person in their place. Parties for teenagers need to be agreed in advance with the Bookings Secretary, and must be managed at all times by one or more responsible adults.
20. Dogs are not permitted in DVH, with the exception of Guide Dogs (or equivalent) in fulfilment of their role.
21. Music – Hirers are responsible for arranging their own Performing Rights Music Licence for any music played.
22. Music Leakage – It is a condition of our licence that music is only played or broadcast inside DVH, so as not to impact neighbouring properties.
23. Food – use of the kitchen at DVH is included in the hire of the building. It is the Hirer’s responsibility to ensure that all food preparation and provision meets appropriate health and hygiene regulations at all times and that the kitchen is fully cleaned at the end of the Hire Period.
24. Alcohol – DVH has a bar for village events only. This is kept locked and secure. The bar is not normally available as part of the hire of the Hall. Any Hirer is permitted to bring a reasonable quantity of alcohol onto the site for the use of their event. It remains their responsibility to ensure that their guests drink appropriately, and that their behaviour is not affected by alcohol.
25. Noise – Please remember that DVH is in the heart of our village and keep external noise to a minimum, both during your event and when travelling to and from DVH.
26. Smoking – Smoking is not permitted under any circumstances in the Hall or the toilets. Smoking is allowed outside, in the area in front of the Hall but not in the areas to the side or back. Please dispose of cigarettes and rubbish responsibly.
27. Rubbish – the Hirer is responsible for the disposal of their own rubbish and to ensure that the internal bins are emptied at the end of their Hire Period.
28. Parking – There is car parking for a limited number of cars around DVH. Overnight parking is not permitted. Please ensure that your guests are careful where they park, both within the DVH car park and also along Sharcombe Lane, to allow plenty of space for farm traffic and emergency vehicles.

I understand and accept the above Terms and Conditions for the hire of Dinder Village Hall

(Signed)

(Date)