

The Sampfords' Village Hall

Finchingfield Rd
Great Sampford, Essex, CB10 2RL
Registered Charity No: 301319



Complete and return to
sampfordsvillagehall@outlook.com

Date/s of hire	Time/s of hire (including set up/ tidying and cleaning)
Purpose of hire	

Approx no of people attending Max 100 seated/120 standing:	
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To use

- Kitchen
- Playground
- Additional Parking
- Playing field
- Hot water
- Dishwasher
- Projector screen

[Please complete
School Hire form](#)

Facilities Required - Please tick

Hall		Plates/Cups/Glasses	
Meeting Room		Urn/Kettle	
Fridge/Freezer			

Will you be selling Alcohol?	*YES NO
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*[Click link to apply for
Temporary Events Notice licence](#)

Name	
Organisation	
Address	
Contact number	
email	

A £100 security deposit, payable by cash or cheque, is required upon receipt of your booking confirmation. Please read and sign the attached Terms and conditions.

Special requests

Complete and return to sampfordsvillagehall@outlook.com

Tel: 01799 334064

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Terms and Conditions of Hire for Sampfords' Village Hall

These Terms and Conditions of Hire govern the hire of Sampfords' Village Hall, including the hall, committee meeting room, toilets, car park, equipment and contents, together with access to and items located within the surgery (collectively referred to as "the Premises"), between the party hiring the Premises ("the Hirer") and the Management Committee of Sampfords' Village Hall ("the Committee").

Eligibility and Bookings

- The Hirer must be at least 18 years of age.
- The Committee reserves the right to refuse any application for hire.
- Applications for hire must be made using the prescribed booking form and be submitted to the Committee.
- Hire charges are based on the facilities used and the duration of the hire and will be confirmed at the time of booking.
- Any time required for setting up, clearing away and cleaning must be included within the booking period.
- Where a hiring ends at midnight and clearing up takes place the following day, an additional charge may apply. Additional charges may also be incurred where set-up or clear-up activities extend into another potential hire period.
- A booking confirmation detailing the hire period and charges will be issued to the Hirer and must be signed and returned to the Committee.

Cleaning and Condition of the Premises

- The Hirer is responsible for cleaning the Premises following the event. Alternatively, the Hirer may arrange, at their own expense, for a professional cleaner to undertake this work.
- At the end of the hire period, the Hirer must leave the Premises in a clean and tidy condition, ensure that all windows and doors are secured, all lights are switched off, and all equipment, including tables and chairs, are returned to their original location.
- Failure to leave the Premises in a satisfactory condition may result in deductions from the security deposit.

Payments and Security Deposit

- The full hire charge must be paid no later than 30 days before the hire date.
- If full payment is not received at least 30 days before the hire date, the Committee reserves the right to cancel the booking and retain any deposit or payments already made.
- Hire charges are non-refundable except where the booking is cancelled by the Committee in accordance with these Terms and Conditions.
- In addition to the hire charge, the Hirer must pay a refundable security deposit of £100 by cheque or cash.
- The deposit will be returned following inspection of the Premises, provided all terms and conditions have been complied with.
- The Committee reserves the right to deduct from the deposit the cost of repairing any damage, replacing missing items, undertaking additional cleaning, or remedying any breach of these Terms and Conditions. Any remaining balance will be refunded to the Hirer.

Cancellation and Unavailability

- The Committee reserves the right to cancel any booking if the Premises are required for use as a polling station. In such circumstances, the Hirer will be entitled to a full refund of any hire charges and deposit already paid.
- If the Premises become unavailable for any reason beyond the Committee's control, the Committee will refund any monies paid by the Hirer. This refund shall constitute the Committee's entire liability to the Hirer, and the Committee shall not be liable for any indirect or consequential loss, expense or damage arising from such cancellation or unavailability.

Access and Security

- Access to the Premises will be provided by an authorised key holder.
- Once access has been granted, the Hirer assumes responsibility for the security of the Premises until they are returned to the authorised key holder.
- The Premises must not be left unlocked or unattended at any time during the hire period.

Responsibility and Liability

- The Hirer is responsible for the supervision, conduct and safety of all persons attending or using the Premises during the hire period.
- The Hirer shall be responsible for any loss of or damage to the Premises, its contents or equipment arising during the hire period.
- The Committee accepts no responsibility for the loss of, theft of, or damage to personal property brought onto the Premises by the Hirer or any attendee.

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Terms and Conditions of Hire for Sampfords' Village Hall - Continued

Car Parking

- The Hirer is responsible for ensuring that vehicles are parked safely and do not obstruct the highway, access routes or neighbouring properties.
- Under no circumstances may vehicles be parked on the school playground or playing field without prior written permission from Great Sampford Primary School.

Use of the Premises

- The Hirer shall not sub-let the Premises or use them for any unlawful, illegal or immoral purpose.
- The Hirer shall not bring onto the Premises any item, substance or equipment that may endanger the Premises or any person using them.

Licences and Compliance

- The Hirer is responsible for obtaining any licences, permits or consents required for the event, including those relating to the sale or consumption of alcohol.
- The Hirer must comply with all statutory requirements and licence conditions applicable to the Premises.
- The Hirer must observe the conditions of the Premises' Public Entertainment Licence, including:
 - a maximum occupancy of 100 persons seated or 120 persons standing; and
 - no music or entertainment continuing beyond midnight.

Damage and Indemnity

- The Hirer shall indemnify the Committee against the reasonable cost of repairing any damage to the Premises, fixtures, fittings, equipment or contents arising from the hire.

Right of Entry

- The Committee, or any person authorised by the Committee, reserves the right to enter the Premises at any reasonable time during the hire period.

Prohibited Activities

The following activities are strictly prohibited:

- Wearing footwear likely to damage the hall flooring.
- Using excessive water, liquids or equipment that may damage flooring or other parts of the Premises.
- Using fixings that may damage decorations, walls or fabric of the Premises, including nails, screws, tacks, drawing pins or adhesive tape.
- Moving, altering or interfering with fixtures, fittings or permanent installations.
- Removing any property belonging to the Premises.
- Obstructing fire exits or interfering with fire-fighting equipment.
- Altering or tampering with lighting or electrical installations.
- Using school equipment, including wall bars, sports equipment or ropes.
- Smoking or vaping anywhere inside or directly outside the Premises.
- Using the Premises in any manner likely to bring them into disrepute.

Acceptance

Upon receipt of a booking confirmation, the Hirer shall be deemed to have accepted and agreed to be bound by these Terms and Conditions of Hire.

Hirer Declaration

I, the Hirer, confirm that I have read, understood and agree to be bound by these Terms and Conditions of Hire for Sampfords' Village Hall.

Name of Hirer:

Organisation (if applicable):

Signature:

Date: