

TERMS & CONDITIONS



STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term 'Hirer' refers to an individual hirer or, where the hirer is an organisation, its authorised representative. These Terms & Conditions form the hire agreement between Rempstone Village Hall (the Charity) and the Hirer. Please contact a committee member if any aspect requires clarification.

The hall may be hired until 11pm Monday to Saturday and 10pm on Sundays and Bank Holidays. Hire ends at these times, and the Hirer must allow sufficient time for setting up and clearing away within the booked period. One-hour slots for next-day clearing may be arranged at an additional hourly rate. Failure to vacate the premises by the agreed time may result in additional charges deducted from the deposit. An invoice will be issued upon acceptance of your booking and is payable, together with the deposit, in advance of the event. Current hire rates are available on our website and are reviewed annually.

Hire of the hall is subject to the following terms and conditions:

1. Supervision

During the hire period, the Hirer is responsible for the supervision and care of the premises, fabric, and contents; the behaviour of all persons using the hall; and the safe and considerate arrival and departure of guests. Children must be supervised at all times. Car parking must be managed to avoid obstruction of the highway. Outer doors must remain closed for security.

2. Use of the Premises

The Hirer shall use the premises only for the purpose stated in the hire agreement and shall not sub-hire or use the premises unlawfully or in a way that invalidates any insurance policy.

The Hirer confirms that neither they nor their guests will access the adjacent private field or land.

3. Licences

A licensed bar may be arranged with the Village Hall Management Committee and must be indicated on the booking form. Alcohol must not be consumed by persons under 18.

4. Gaming, Betting and Lotteries

The Hirer shall ensure that no activity contravenes the law relating to gaming, betting, or lotteries.

5. Public Safety Compliance

The Hirer must comply with all conditions imposed by the Fire Authority, Local Authority, Magistrates' Court, or other relevant bodies, particularly for events involving public entertainment.

The Hirer must follow all current UK Government public health and safety regulations. Event risk assessments will be conducted by Village Hall Managers, who will provide relevant guidance, signage, and materials. The Hirer is responsible for compliance with attendee limits and any other applicable safety criteria.

6. Health and Hygiene

Rempstone Village Hall

37 Main Street, Rempstone, Leicestershire, LE12 6RH

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The Hirer must observe all relevant food hygiene legislation when preparing, serving, or selling food. Safety guidance is displayed in the kitchen.

The kitchen must be left in the same condition as found.

7. Smoking

Smoking, including e-cigarette use, is strictly prohibited anywhere inside the building.

8. Electrical Appliance Safety

Any electrical appliances brought by the Hirer must be appropriately tested and in safe working order. Where provided, residual circuit breakers must be used. The Committee may prohibit the use of any appliance deemed unsafe.

9. Indemnity & Insurance

The Hirer is responsible for all costs arising from any damage to the premises (including the curtilage and contents), or for any loss, claim, or liability incurred as a result of their use of the Village Hall.

The Hirer must arrange adequate insurance to cover:

- Public liability / third-party claims arising from their event or activities
- Any damage caused to the building, grounds, or contents during the hire
- Their own equipment, which remains the Hirer's responsibility at all times

The Village Hall's insurance covers only claims arising from the Committee's own negligence and does not cover the Hirer or their activities.

For non-commercial community events, the Village Hall provides indemnity insurance limited to its policy terms. However:

- Commercial hirers,
- Class teachers/Instructors,
- Organisations, and
- Anyone charging participants for activities

must hold their own public liability insurance and provide evidence of cover if requested.

All Hirers must also:

- Comply with health and safety, fire safety, and safeguarding requirements
- Supervise guests appropriately
- Ensure safe use of any equipment brought onto the premises

By accepting these Terms & Conditions, the Hirer confirms that they hold all required insurance and agree to indemnify the Committee accordingly.

10. Accidents and Dangerous Occurrences

All accidents involving injury must be reported to the Committee as soon as possible. Faults or failures of equipment must also be reported. Certain incidents must be recorded on a form for the local authority, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Hall Secretary will assist with this.

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11. Animals

No animals (including birds) may be brought into the hall except guide dogs, unless expressly agreed by the Committee. No animals may enter the kitchen at any time.

12. Compliance with The Children Act

Activities involving children under eight must comply with the Children Act 1989 and use only fit and proper persons.

Hirers running activities involving children or vulnerable adults must comply with all safeguarding legislation and ensure appropriate DBS checks are in place.

13. Publicity

The Hirer must not carry out or permit fly posting or unauthorised advertising. Any breach will require indemnification of the Committee and may result in prosecution.

14. Sale of Goods

If selling goods, the Hirer must comply with Fair Trading Laws. Prices and the organiser's name and address must be clearly displayed. Any discounts must be based only on the manufacturer's recommended retail prices.

15. Wi-Fi Policy

The Hirer must refer to the Wi-Fi policy available on the website and noticeboard. The Committee accepts no responsibility for the security of data transmitted via the connection.

16. Cancellation

Cancellation by the Hirer:

- Regular users (weekly/monthly/bi-monthly/quarterly):
 - Cancellation within 14 days or no-show: may incur 50% of the fee
 - Cancellation within 7 days: may incur the full hire charge
- Occasional/one-off bookings:
 - Cancellation within 14 days or no-show: may incur the full hire charge

Cancellation by the Committee:

The Committee may cancel a booking if the hall is required for legal purposes (e.g. elections).

17. Unfit for Use

If the hall becomes unfit for use, the Committee is not liable for any resulting loss or damage.

18. Refusal of Booking

The Committee may refuse a booking or cancel an agreement at any time with 7 days' written notice. The Hirer will receive a refund of any monies paid, including deposits proportionally. No further liability shall fall upon the Committee.

19. End of Hire

The Hirer must leave the premises clean, tidy, securely locked, and with contents returned to their

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original positions. All rubbish must be removed by the Hirer.

The deposit will be returned once the Committee is satisfied that all conditions have been met. Damage to paintwork or walls caused by furniture or equipment will result in deductions from the deposit.

Tea towels, tablecloths, and linen may be hired separately. Posters or banners must only be attached to the designated stand. The Committee accepts no responsibility for personal belongings left in the hall.

20. CCTV

CCTV operates externally for security purposes. Images are processed in accordance with our Data Protection Policy, available on request.

21. Village Hall Capacity

- Seated, round tables: 80
- Seated, theatre style: 100
- Standing: 110

22. Policies & Good Practice Guidelines

Hirers must refer to the policies available on our website. By accepting these terms, the Hirer agrees to comply with all relevant policies, including (but not limited to):

- Health & safety
- Fire risk assessment & evacuation
- Safeguarding
- Data protection / GDPR
- Equality, diversity & inclusion
- Alcohol policy
- Lone worker policy

23. Emergency Procedures

The Hirer must ensure that they and their attendees understand the emergency procedures before the event begins.

Fire Exits: Fire exits and escape routes must remain unlocked, clear, and unobstructed.

Evacuation: In the event of fire or alarm activation:

- Evacuate immediately
- Call 999
- Proceed to the assembly point
- Do not re-enter until authorised

Assembly Point: At the green outside the village hall.

Firefighting Equipment: Use extinguishers only if safe to do so. Report any use to the Committee.

Accidents & First Aid: The first aid kit is in the kitchen. All accidents or dangerous occurrences must be reported to the Committee.

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Persons Requiring Assistance: The Hirer must ensure support for anyone who may need help evacuating.

Reviewed & updated: January 2026

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