

# Terms and Conditions for Grafham Village Hall

## Letting Conditions – Village Hall

1. All bookings should be made through the online booking platform, hosted by Hall Master, which provides the single source of truth for all bookings. Booking requests do not become confirmed bookings until they have been processed by the Hall Administrator.
2. The hirer, who must be an adult aged 18 years or over, must be present during the hire period.
3. **Note that the Village Hall does not have a caretaker, so it is important to leave the Hall ready for the next booking.**
4. No smoking is allowed in any part of the Village Hall.
5. One-off events are covered by the Village Hall's insurance policy.
6. Hirers and organisers of events in the Village Hall are responsible for ensuring that the noise level of their functions is such that it does not interfere with other activities within the building nor causes inconvenience for the occupiers of nearby houses and property.
7. Hirers must comply with any instruction of the Village Hall Management Committee relating to the security, maintenance, good order and health and safety of the Village Hall.
8. No signage or posters are to be erected internally or external to the building. Only internal decorations approved by the prior consent of the Management Committee may be used in conjunction with totally non-damaging fixings e.g. "White Tac".
9. The Management Committee reserve the right to refuse to hire, or may cancel with or without notice any agreed hire, if in their opinion, such use could be detrimental to the fabric of the building or its fixtures, fittings and contents or be contrary to the principles of use for which the premises is intended.
10. Hirers/Users will not, without the consent of the Management Committee introduce equipment, alter fixed installations, alter or remove fire and safety equipment, or otherwise take any action which may create a hazard for persons using the Premises.
11. It is the Hirers/Users responsibility to ensure that all equipment brought into the premises meets current safety regulations. The Village Hall Management Committee cannot be held responsible for any accident that involves any equipment the Hirer/User or their agent has brought onto the premises.
12. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
13. In order to hold a licensable activity not covered by the Village Halls Premises Licence, a Temporary Events Notice (TEN) will need to be given to the licensing authority. The hirer shall obtain the written consent of the Management Committee before giving the licensing authority a TEN. Failure to do so will result in the cancellation of the hiring without

compensation because there is a limit on the number of TEN's which can be granted annually for any premises.

14. TV Licensing: The Hall does not hold a TV Licence. The Hirer shall ensure that no live television (including BBC iPlayer) is watched or recorded on any device plugged into the mains during the period of hire unless a valid TV Licence covering the premises for that use has been obtained. The Hirer is responsible for ensuring compliance with all relevant TV Licensing requirements and indemnifies the Hall against any breach of those requirements.
15. The Hirers shall not do, or permit, nor suffer to be done on the premises or within the curtilage of its boundaries including the car park, paths and surrounds anything which may invalidate the insurance of the premises or increase the premium of such insurance and/or which may cause a noise or be of annoyance to the general public or occupiers of surrounding properties.
16. All use of the Village Hall premises and facilities is subject to the users accepting responsibility, for returning furniture and equipment to their original placing and to leaving the premises and grounds in a clean and tidy condition. If the premises and grounds are not left in a satisfactory condition all or part of the deposit may be forfeit. Persons hiring the premises will be held liable for any damage to buildings, furniture or other property that is caused due to this hiring, and a claim for repair or replacement of such buildings, furniture or other property will be made. Please report all damage in writing to the Hall Administrator.
17. Litter, rubbish and all waste must not be left in or about the premises and grounds; all rubbish must be removed and placed in appropriate waste containers at the end of any function or event. No perishable foods are to be left on the premises. If the premises are left in a condition where rubbish or litter needs to be cleared by staff, all or part of the deposit will be forfeited.
18. The Hirer and group leaders must familiarise themselves with the Fire Proceedings on arrival at the Village Hall premises.
19. The Hirer is responsible for First Aid, Fire Safety, including evacuation, and the security of the Hall.
20. The Village Hall Management Committee do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending the Village Hall. Cars and their contents are left at owners' risk in the public car park. In all cases, users of the Village Hall should avoid undue noise on arrival and departure.
21. No animals are allowed on the premises, except in the case of trained assistance dogs.
22. It is the responsibility of the Hirers to ensure that all lights and electrical appliances are switched off and kitchen facilities are properly cleaned prior to vacating the premises.
23. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.
24. The Hirer is responsible for all conditions of hire.

## Letting Conditions – Astro Court

25. All bookings should be made through the online booking platform, hosted by Hall Master, which provides the single source of truth for all bookings. Booking requests do not become confirmed bookings until they have been processed by the Hall Administrator.
26. The hirer, who must be an adult aged 18 years or over, must be present during the hire period.
- 27. Note that the Astro Court does not have a groundsman, so it is important to leave the facility ready for the next booking.**
28. One-off events are covered by the Village Hall's insurance policy.
29. Hirers and organisers of events in the Village Hall are responsible for ensuring that the noise level of their functions is such that it does not interfere with other activities within the building nor causes inconvenience for the occupiers of nearby houses and property.
30. Hirers must comply with any instruction of the Village Hall Management Committee relating to the security, maintenance, good order and health and safety of the Village Hall.
31. The Management Committee reserve the right to refuse to hire, or may cancel with or without notice any agreed hire, if in their opinion, such use could be detrimental to the fabric of the Astro Court or its fixtures, or be contrary to the principles of use for which the premises is intended.
32. Hirers/Users will not, without the consent of the Management Committee introduce equipment, alter fixed installations, or otherwise take any action which may create a hazard for persons using the premises.
33. It is the Hirers/Users responsibility to ensure that all equipment brought into the premises meets current safety regulations. The Village Hall Management Committee cannot be held responsible for any accident that involves any equipment the Hirer/User or their agent has brought onto the premises.
34. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
35. The Hirers shall not do, or permit, nor suffer to be done on the premises or within the curtilage of its boundaries including the car park, paths and surrounds anything which may invalidate the insurance of the premises or increase the premium of such insurance and/or which may cause a noise or be of annoyance to the general public or occupiers of surrounding properties.
36. All use of the Astro Court is subject to the users' accepting responsibility, for returning equipment to its original placing and to leaving the premises and grounds in a clean and tidy condition. If the premises and grounds are not left in a satisfactory condition all or part of the deposit may be forfeit. Persons hiring the premises will be held liable for any damage to buildings, sports equipment or other property that is caused due to this hiring, and a claim for repair or replacement of such property will be made. Please report all damage in writing to the Hall Administrator.

37. Litter, rubbish and all waste must not be left in or about the premises and grounds; all rubbish must be removed and placed in appropriate waste containers at the end of any function or event. If the premises are left in a condition where rubbish or litter needs to be cleared by staff, all or part of the deposit will be forfeited.
38. The Hirer is responsible for First Aid.
39. The Village Hall Management Committee do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending the Astro Court. Cars and their contents are left at owners' risk in the public car park. In all cases, users of the Astro Court should avoid undue noise on arrival and departure.
40. No animals are allowed on the Astro Court, except in the case of trained assistance dogs.
41. It is the responsibility of the Hirers to ensure that the lights are switched off prior to vacating the premises.
42. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.
43. The Hirer is responsible for all conditions of hire.

## Privacy Notices

### Village Hall and Astro Court

44. The Village Hall and Astro Court are booked using the online platform provided by Hall Master. The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.
45. The data management is compliant with [Graffham Parish Council's Privacy Policy](#).

### Hallmaster

46. As a customer of Hallmaster, they may hold data (e.g. in relation to hall users and bookings) within their online booking system on our behalf in which case they will be a data processor. In such instances [Hall Master's privacy policy](#) and their [Software as a Service \(SaaS\) Terms](#) will apply.
47. The SaaS Agreement covers our use of the Hallmaster system and our role as the Data Controllers and theirs as the Data Processors.

### Biometric Data

48. If you choose to use the fingerprint recognition facility on the Hall's door lock, the lock will store your fingerprint pattern in its onboard circuitry. This data is not uploaded to any form of cloud storage, nor is it accessible via the App. If you wish, this data can be deleted at any time by contacting the Hall Administrator.