



WILLINGTON VILLAGE HALL

BOOKING TERMS & CONDITIONS

For all hirers and users

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These Terms & Conditions form part of the agreement to hire Willington Village Hall. They should be read alongside the booking confirmation and the General Information & Hirer Guide. By making a booking and using the Hall, the Hirer agrees to comply with these conditions.

KEY CONDITION Your booking is from entry to exit. It must include all set-up, event time, clearing away and cleaning. Do not enter before your booked start time or remain after the booked finish time without prior agreement.

CLEAN & TIDY The Hall must be left clean and tidy, ready for the next user. ALL rubbish must be bagged and placed in the outside wheelie bins around the side of the building. If the bins are full, excess rubbish must be taken away by the Hirer.

1. BOOKING AND ACCEPTANCE

- 1.1 Hirer.** The person named on the booking must be aged 18 or over and is responsible for the booking, even where the booking is made on behalf of a group, organisation, business or other person.
- 1.2 Confirmation.** A booking is not confirmed until the Committee has accepted it and any required booking form and payment have been received, unless different arrangements have been agreed in writing.
- 1.3 Booked space only.** The Hirer may use only the room(s) and facilities included in the booking. Use of any additional room or area must be agreed in advance.
- 1.4 Entry to exit.** The booked period includes set-up, decorating, the event or activity, clearing away, cleaning and departure. The Hirer must allow enough time for all of these within the booking.
- 1.5 Changes.** Any significant change to the purpose of hire, activities, expected attendance, equipment, entertainment, suppliers or rooms required must be discussed with and accepted by the Committee before the event.
- 1.6 No transfer or sub-hire.** The Hirer must not transfer or sub-hire the booking to another person or organisation without the Committee's prior agreement.
- 1.7 Committee access.** An authorised Committee representative may enter the Hall during a booking where reasonably necessary for safety, maintenance, licensing or management purposes.

2. FEES, PAYMENT, DEPOSITS AND CANCELLATION

- 2.1 Hire fee.** The hire fee is the amount agreed at the time of booking. Payment is due at the time of booking unless the Committee has agreed alternative arrangements, for example for a regular hirer.
- 2.2 Security / damage deposit.** The Committee may require a refundable security or damage deposit for particular bookings, including larger, commercial, late-running or higher-risk events. Where required, the amount and payment arrangements will be confirmed before the booking. The Committee may deduct reasonable costs arising from damage, excessive cleaning, rubbish removal, lost keys, unauthorised overrun or other breach of these Terms & Conditions, and will return any remaining balance.
- 2.3 Overruns.** Hirers must keep to the agreed start and finish times. An unauthorised overrun may be charged at the current hire rate and may affect future bookings, particularly where it delays another user.
- 2.4 Cancellation by the Hirer.** If a booking is cancelled at least 7 days before the event, no hire fee will be charged and any hire fee already paid will be refunded. If cancelled within 7 days but more than 24 hours before the start time, 50% of the hire fee is payable. If cancelled less than 24 hours before the start time, or the Hirer does not attend, the full hire fee is payable.
- 2.5 Outstanding sums.** The Committee may decline or suspend further bookings while any hire fee, damage charge, cleaning charge or other amount due remains unpaid.

3. HIRER RESPONSIBILITIES, CONDUCT AND INSURANCE

- 3.1 Supervision.** The Hirer is responsible throughout the booking for the premises and contents, and for the conduct and reasonable safety of all people attending, including guests, participants, children, contractors and suppliers.
- 3.2 Risk assessment.** The Hirer is responsible for considering the risks arising from their event or activity and for putting suitable controls and supervision in place. The Committee may request a written risk assessment for commercial, regular, large or higher-risk activities.

- 3.3 Insurance.** The Hirer is responsible for arranging any insurance reasonably required for their activity. The Committee may require evidence of public liability or other appropriate insurance for commercial, regular or higher-risk use, contractors or specialist equipment.
- 3.4 Indemnity.** To the extent permitted by law, the Hirer is responsible for losses, costs or claims arising from the Hirer's use of the Hall, except to the extent caused by the Committee's negligence or breach of legal duty.
- 3.5 Damage and breakages.** All damage, breakages or faults must be reported as soon as possible. The Hirer may be charged the reasonable cost of repair, replacement, cleaning, disposal or other loss caused during the booking.
- 3.6 Respect for others.** The Hall is a community venue. Hirers and attendees must treat volunteers, neighbours and other Hall users respectfully. Noise must be kept to a reasonable level, particularly when arriving and leaving, and the premises should be left quietly at the end of evening events.
- 3.7 Lawful use.** The Hall must not be used for an unlawful purpose or in any way likely to invalidate insurance, breach licensing conditions, create an unreasonable nuisance, or place people or property at risk.

4. SHARED USE, CHILDREN AND SAFEGUARDING

- 4.1 Shared facilities.** Unless the whole building is booked, the kitchen, foyer, toilets and access routes may be shared with other Hall users. The Hirer must respect other bookings and must not obstruct or monopolise shared areas.
- 4.2 Children's parties.** Children's parties do not have to book the whole building. Whole-building hire is recommended if exclusive use is preferred, because the Aubrey Room and/or Spalton Room may be in use by other hirers at the same time.
- 4.3 Joint-use supervision.** Where children or vulnerable attendees are present and other groups are using the building, the Hirer must put appropriate supervision arrangements in place for shared areas such as the foyer and toilets.
- 4.4 Safeguarding.** Where activities involve children, young people or adults at risk, the Hirer is responsible for appropriate safeguarding arrangements, suitable supervision and compliance with all safeguarding requirements relevant to the activity. Where applicable, this includes suitable safeguarding policies, training and Disclosure and Barring Service (DBS) checks. The Committee may ask for evidence of these arrangements.
- 4.5 Restricted areas.** Attendees must not enter rooms, storage areas or equipment areas that are not included in the booking or are not intended for public use.

5. CAPACITY, FIRE AND EMERGENCY SAFETY

- 5.1 Capacity.** The maximum capacity of the Main Hall is 120 people and must not be exceeded. A lower safe capacity may apply depending on seating, tables, equipment, stage use, activities and access requirements.
- 5.2 Fire exits and escape routes.** All fire exits, escape routes, corridors and emergency access routes must be kept clear at all times. Fire doors must not be wedged open unless they are designed and approved to be held open safely.
- 5.3 Responsible person.** Before the event starts, the Hirer must familiarise themselves with the fire exits, evacuation arrangements and the location of relevant safety information, and ensure there are enough responsible adults present to manage the event safely.
- 5.4 Emergency response.** In the event of fire or another emergency, the Hall must be evacuated promptly using the appropriate exits. The emergency services must be called where required and the Committee informed as soon as possible.
- 5.5 Fire hazards.** Highly flammable substances and unauthorised heating appliances must not be brought into or used in the Hall. Portable LPG heating appliances are not permitted.
- 5.6 Smoke, haze and fog machines.** Smoke, haze and fog machines are not permitted because they may interfere with or activate the Hall's fire detection system.

6. LICENCES, ENTERTAINMENT AND ALCOHOL

- 6.1 Premises Licence.** Willington Village Hall has Premises Licence SDDC/023215 covering a range of activities including plays, indoor sporting events, films, recorded music, live music and dance performance, subject to the licence conditions. The licence does not authorise the sale of alcohol.
- 6.2 Additional permissions.** The Hirer is responsible for identifying and obtaining any additional licence, permission or authorisation required for their event or activity.
- 6.3 Alcohol.** Any proposed sale or supply of alcohol must be discussed with and approved by the Committee in advance. Where a Temporary Event Notice (TEN) is required, the Hirer must agree this with the Committee before applying, because the number of TENs available to a premises is limited.
- 6.4 Contractors and entertainers.** The Hirer is responsible for ensuring DJs, entertainers, caterers, activity providers and other contractors comply with these Terms & Conditions and any relevant licensing, insurance and safety requirements.

7. BOUNCY CASTLES AND INFLATABLES

- 7.1 Indoor use.** Indoor bouncy castles are permitted in the Main Hall only where the inflatable is suitable for the available ceiling height. The Hall's current maximum stated inflatable height is 220 cm. The proposed inflatable must be confirmed with the bookings team before the event.

- 7.2 Recommended supplier.** We recommend Abi's Inflatables in Willington because they are familiar with the Hall and know the size and height of inflatable the Main Hall can accommodate. This is a recommendation only; the Hirer remains responsible for choosing a suitable supplier and equipment.
- 7.3 Safe operation.** The inflatable must be installed and used in accordance with the supplier/manufacturer instructions. Use must be supervised by a responsible adult; suitable matting must protect hard surfaces; shoes and sharp objects must be removed; overcrowding must be prevented; and very small children must not use the inflatable at the same time as much larger children.
- 7.4 Insurance and documentation.** The Committee may ask for evidence that an inflatable provider has appropriate insurance and that the equipment is suitable and safely operated. If the Committee is not satisfied that an inflatable can be used safely, permission may be refused.

8. EQUIPMENT, FURNITURE, DECORATIONS AND STORAGE

- 8.1 Hall furniture.** Tables and chairs may be used as part of the booking. They must be moved safely, wiped where necessary and returned to their proper positions after use.
- 8.2 External equipment.** Equipment brought into the Hall must be safe, suitable for the building and used in accordance with the manufacturer's instructions. The Committee may refuse equipment that could damage the Hall or present an unacceptable safety risk.
- 8.3 Electrical equipment.** Any electrical equipment brought into the Hall must be in a safe condition. For commercial, regular or higher-risk use, the Committee may ask for evidence of appropriate inspection or testing.
- 8.4 Decorations and fixings.** No alteration, fixing or attachment may be made to the building without permission. Decorations must use the hooks or approved fixing points provided. Sellotape must not be used on walls, doors, painted surfaces or fittings. Decorations must be removed carefully without leaving marks or damage.
- 8.5 Storage.** Property and equipment must be removed at the end of the booking unless storage has been specifically agreed. The Hall accepts no responsibility for unauthorised items left or stored on the premises, except where the law provides otherwise.

9. RESTRICTED AND PROHIBITED ACTIVITIES

- 9.1 Smoking and vaping.** Smoking and vaping are not permitted inside the Hall.
- 9.2 Hazardous activities.** Fireworks, pyrotechnics, naked flames, highly flammable substances or other hazardous effects must not be used without the Committee's prior written approval and any necessary safety controls or permissions.
- 9.3 Floor and building protection.** Activities, footwear, equipment or materials likely to damage floors, walls, doors, fixtures or fittings must not be used. The Committee may impose reasonable protective measures or refuse an activity where damage is likely.
- 9.4 Unapproved activities.** The Committee may refuse or stop an activity that was not disclosed at the time of booking and which, in its reasonable opinion, presents a material safety, licensing, insurance, nuisance or damage risk.

10. PARKING AND ACCESS

- 10.1 Parking.** Vehicles should use the marked parking bays where possible. Overspill parking may use the grassed area in front of the Hall when conditions allow. The two accessible bays must be kept available for eligible users.
- 10.2 Emergency access.** Vehicles must not obstruct access to the Hall, the grass overspill area, neighbouring properties, the highway or emergency vehicle routes.
- 10.3 Off-site parking.** Additional parking is available at the marina car park approximately 75 yards from the Hall. Vehicles and property are left at the owner's risk.

11. KEYS, SECURITY AND END OF HIRE

- 11.1 Keys and access code.** Where a key-safe or access code is provided, it must be used only for the booking and shared only with responsible persons who need access. The key must be returned to the lock box immediately after the booking. Lost keys or security issues must be reported promptly and reasonable replacement or security costs may be charged where caused by the Hirer.

THIS IS A CONDITION OF HIRE The Hall must be left clean and tidy for the next user. ALL rubbish must be bagged and placed in the outside wheelie bins around the side of the building. If the bins are full, the Hirer must take excess rubbish away.

- 11.2 Cleaning.** The Hirer must leave every room and shared area used in a clean and tidy condition. Floors, kitchen surfaces and toilets used by the group must be left as found. Tables and chairs must be wiped where necessary and returned to their correct positions.
- 11.3 Rubbish.** All rubbish must be bagged and placed in the outside wheelie bins around the side of the building. The Hall does not provide separate recycling facilities. If the bins are full, excess rubbish and recycling must be taken away by the Hirer.

- 11.4 Final checks.** Before leaving, the Hirer must check taps are off, windows are closed and locked, internal doors are closed, lights are switched off, external doors are locked, the key is returned to the lock box and the car park gate is closed.
- 11.5 Items left behind.** All personal property, food, equipment and decorations must be removed at the end of the booking unless storage has been agreed. The Committee may dispose of items left behind after making reasonable efforts where appropriate, and may charge reasonable disposal or storage costs.

12. ACCIDENTS, INCIDENTS AND FAULTS

- 12.1 Accidents.** Any accident involving injury must be reported to the Committee as soon as possible and recorded in the Hall's accident book where required.
- 12.2 Damage or equipment failure.** Any damage, equipment failure, electrical fault or other condition that could affect safety must be reported promptly. Unsafe equipment must not continue to be used.
- 12.3 Statutory reporting.** Where an incident is legally reportable, the person or organisation with the legal reporting duty is responsible for ensuring the required report is made.

13. CANCELLATION OR REFUSAL BY THE COMMITTEE

- 13.1 Right to cancel.** The Committee may cancel or refuse a booking where the Hall is required as a polling station, becomes unsafe or unavailable, requires urgent repair, or where the Committee reasonably believes the proposed use would breach the law, the Premises Licence, insurance requirements or these Terms & Conditions.
- 13.2 Refund.** Where the Committee cancels a booking because the Hall cannot be provided, any hire fee paid for that booking will be refunded. The Committee will not be responsible for consequential or indirect losses, except where liability cannot lawfully be excluded.
- 13.3 Additional conditions.** The Committee may impose reasonable additional conditions on a booking where necessary for safety, licensing, insurance, protection of the Hall, other users or neighbours.

14. DATA PROTECTION

- 14.1 Use of information.** Personal information supplied in connection with a booking will be used to administer bookings, payments, communications, safety and Hall records.
- 14.2 Data protection.** Personal information will be handled in accordance with applicable UK data protection law. Further privacy information is available from the Committee or on the Hall website where published.

15. COMPLAINTS AND CONCERNS

- 15.1 Raising a concern.** Any complaint or concern about the Hall, a booking or these Terms & Conditions should be raised with the Committee as soon as reasonably possible, preferably in writing to willingtonvillagehall@gmail.com so that it can be considered and responded to.
- 15.2 Immediate safety issues.** An immediate safety issue should be reported at once and the affected activity or equipment stopped where necessary until it is safe to continue.

16. GENERAL

- 16.1 No tenancy.** The booking gives the Hirer permission to use the agreed part of the Hall for the agreed period only. It does not create a tenancy or any other right of occupation.
- 16.2 Variation.** Any agreed exception or variation to these Terms & Conditions should be confirmed by the Committee in writing. A failure to enforce a condition on one occasion does not prevent the Committee from enforcing it later.
- 16.3 Updates.** The Committee may review and update these Terms & Conditions from time to time. The version applying to a booking will normally be the version supplied or made available when the booking is confirmed, subject to any necessary legal, safety or emergency changes.
- 16.4 Questions.** If the Hirer is unsure about any condition or whether an activity is permitted, they should contact the bookings team before the event rather than assume permission.

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