

SARN RECREATION ASSOCIATION

VILLAGE HALL HIRING AGREEMENT

INTRODUCTION

1. Key Holders

- 1.1. Anybody issued with a key for the hall is responsible for it and must report the loss or any damage to the key to the Treasurer as soon as possible.
- 1.2. It is the responsibility of all key holders to ensure that all lights and heating have been turned off before the building is locked.
- 1.3. A key holder may be requested to unlock the hall for bookings if the organiser does not possess a key.
- 1.4. A list of Keyholders, including contact telephone numbers, is maintained by the Treasurer and is available on request.
- 1.5. All key holders are advised not to use the Hall without first confirming its availability via the HallMaster Booking System.

2. Facilities

The building consists of:

2.1. Main Hall

- 2.1.1. 150 Upholstered chairs
- 2.1.2. 120 plastic chairs
- 2.1.3. 20 tables (6 feet x 2 feet)
- 2.1.4. 5 low tables (6 feet x 2 feet)
- 2.1.5. Fifteen round tables
- 2.1.6. White tablecloths are available for these tables at an additional charge to cover laundry costs
- 2.1.7. Demountable stage – for which there is an additional charge.
- 2.1.8. Audio and Visual Equipment: Microphones and projector kits are not at this stage supplied but the Sarn Recreation Association has no objection to the hirer using their own equipment.

2.2. Small Meeting Room

- 2.2.1. 15 tables (3 feet x 2 feet)
- 2.2.2. 40 upholstered chairs

2.3. Kitchen – This can provide service to either the Main Hall or Small Meeting Room. There is an additional charge for use of the Kitchen.

- 2.3.1. Oven and hob
- 2.3.2. Microwave
- 2.3.3. Fridge/freezer
- 2.3.4. Water boiler (Urns)
- 2.3.5. Two electric kettles
- 2.3.6. Crockery and cutlery for 180 persons

2.4. Bar – This can provide service to events in the main hall. The bar will be run by members of the Sarn Recreation Association, so a minimum of one months' notice is required. There is an additional charge for use of the Bar.

- 2.4.1. A fridge
- 2.4.2. A sink
- 2.4.3. Glasses
- 2.4.4. Glass washer.

2.5. Cleaning Storeroom – containing all necessary cleaning materials and equipment

2.6. Toilets – Ladies, gentlemen's and disabled toilet facilities.

2.7. Car Parking – Vehicles must be parked around the perimeter of the car park to allow vehicular access and egress; the space at the side of the hall is for emergency vehicle use.

2.8. Wi-Fi – Wi-Fi is available throughout the hall and connection details can be provided on request

NOTE

- **The Village Hall has a maximum capacity of 250 persons standing or 150 persons if seated.**
- **For Health and Safety and Insurance reasons, it is important that the maximum capacities for the rooms are not exceeded.**
- **The Sarn Recreation Association accepts no responsibility for damage to vehicles or loss of contents whilst parked on the Village Hall car park.**

3. Alcohol Licensing

- 3.1. The Sarn Recreation Association hold an appropriate licence for the serving and selling of alcohol. The Sarn Recreation Association, at their discretion, may run a bar, on behalf of the hirer. There would be an additional fee for this service
- 3.2. The licence covers a period from noon to 23.00, except Friday and Saturday nights, when it extends to 23.30.
- 3.3. Under no circumstances may alcohol be supplied or consumed on the Premises without the specific written authority of the Sarn Recreation Association under the Premises License.
- 3.4. Alcohol may not be served to any person under the age of 18 years.
- 3.5. Under no circumstances must alcohol be left in unlocked areas and must therefore be removed from site or kept within the locked bar area.
- 3.6. Because there are domestic properties within earshot of the Hall, we would be grateful if noise levels outside the Hall could be minimised and guests leaving the Hall should do so in a quiet and orderly fashion.
- 3.7. No drinks can be taken outside after 11pm

4. Health and Safety

- 4.1. The Sarn Recreation Association has a Health and Safety Policy that is applicable to all users.
- 4.2. This Policy provides direction on safe working practice through the provision of risk assessments, COSHH analysis, fire safety and manual handling for instance and is available for your guidance on the bookcase in the entrance hall.

5. Bookings

- 5.1. All bookings will need to be made via the HallMaster booking system, via the Sarn Recreation Website.
- 5.2. All requested bookings will be reviewed by the Booking Secretary within 48 hours.
- 5.3. The Booking Secretary will confirm requested bookings via the HallMaster booking system and an email confirmation will be sent to registered email address of the person requesting the booking.
- 5.4. If a requested booking cannot be accommodated, the Booking Secretary will contact the person who requested the booking to discuss the options available.
- 5.5. Advance Bookings: Bookings may be made up to a year in advance. The hire starts from the time the Hall is opened until the hire-period ends and the Hall is locked up, so set-up and clearing-up time should be considered when a booking request is submitted.
- 5.6. Recurring Bookings: Recurring bookings can be requested via the HallMaster booking system.
- 5.7. Any event at the Hall must end by 23.30 weekdays or midnight on Fridays or Saturdays to comply with all licensing conditions

6. Registration

- 6.1. Anybody (Users) who wishes to hire the hall (personally or on behalf of an organisation) are required to register their details on the HallMaster Booking System on first use and accept the Conditions of Hire.
- 6.2. A verification email will be sent to the User to ensure a valid email address is used. Bookings cannot be requested until the email address has been verified.
- 6.3. It is the responsibility of the User to maintain their contact details on the HallMaster booking system.
- 6.4. If there is a change to the User responsible for booking for an organisation, the new person should register on the HallMaster Booking system

7. HIRE CHARGES

Rates (with effect from 1 February 2026)

	Main hall (includes use of kitchen for tea & coffee)	Meeting room (includes use of kitchen for tea & coffee)	Kitchen hire (for catering at an event or standalone use)
Business Rate	£20.00 per hour	£12.00 per hour	£15.00 per hour
Local Rate	£11.00 per hour	£8.00 per hour	£10.00 per hour
Exclusive weekend use of the whole hall (8:00am Saturday to 11:00pm Sunday)			£250.00
Bar			Upon application
Table & Chair Hire for offsite use (Per 24-hour period)			£175.00
Stage (inc setup)			£25.00
Audio/visual system setup			Upon application

- Business Rate – This applies to any individual/group/organisation that is deriving income from their activities or is a commercial organisation.
- Local Rate – This applies to any individual/group/organisation that is providing an activity for the local community.

Discounts to the rates can be applied at the discretion and agreement of the Sarn Recreation Association.

NOTE:

- **The hirer is responsible for set up, cleaning hall floor, tables and placing equipment used back in storage.**
- **We provide cups, mugs, small & large plates as part of a session hire. Use of the kitchen for catering beyond tea and coffee is classed as catering, and the applicable fee will be added.**

All hire charges will be reviewed on an annual basis and published on the Sarn Recreation Association website, Facebook page and on the noticeboard in the hall.

8. TERMS AND CONDITIONS OF HIRE

The hire of the hall is subject to the Terms & Conditions, as set out below.

8.1. Undertaking of the Hirer

8.1.1. The Hirer undertakes to ensure he/she understands the Hire Conditions for the time being in force

8.2. Supervision by the Hirer

8.2.1. The Hirer undertakes to be present, or arrange for sufficient competent representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in the Hire Conditions and any relevant licenses

8.3. Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:

- 8.3.1. Ensuring that the number of people using the Premises does not exceed that permitted for those rooms under the Premises License for the purpose of the hire
- 8.3.2. Supervision of the use of the Premises and the care of its fabric and contents
- 8.3.3. Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons
- 8.3.4. Ensuring that the Premises (including kitchen and toilets) are left clean and tidy with rubbish removed at the end of the hire, it is particularly important that surplus food is removed from the site.
- 8.3.5. Please note that the main hall floor must only be swept and mopped with clean water: **no detergents or soap must be used.**
- 8.3.6. Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, and the building secured by use of the keys supplied, except for any facilities or room or public area in use by another continuing hire
- 8.3.7. The behaviour of all persons using the Premises, whatever their capacity, including proper supervision of car parking arrangements, to avoid obstruction of the highway or access road
- 8.3.8. Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure.
- 8.3.9. Ensuring that no animals (including birds), except assistance dogs are brought into the building, without permission of the Sarn Recreation Association on the occasion of a special event or hire agreed to by the Sarn Recreation Association.
- 8.3.10. Ensuring that **NO** animals whatsoever enter the kitchen at any time
- 8.3.11. Ensuring that any electrical appliances brought onto the Premises and used there shall be PAT tested, certified safe, in good working order, and used in a safe manner using Residual Current Circuit Breakers where appropriate.
- 8.3.12. Ensuring that no LPG appliances or highly flammable substances are brought onto the Premise

8.4. Fire Regulations

The Hirer shall:

- 8.4.1. Ensure that the "Emergency Exit" signs are kept illuminated
- 8.4.2. Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to the Sarn Recreation Association.
- 8.4.3. Appoint a fire monitor to make a list of all persons present to be checked if the Premises have to be evacuated
- 8.4.4. Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event
- 8.4.5. The Evacuation Meeting Place is the car park. No person may re-enter the Hall without the permission of the Fire Brigade.

8.5. Use of Premises

The Hirer shall not:

- 8.5.1. sub-let or use the Premises for any purpose other than that described in the Booking Request
- 8.5.2. use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- 8.5.3. do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
- 8.5.4. allow the use of drugs on the Premises or allow smoking in the Building

8.6. Compliance with legislation relating to children or vulnerable adults

- 8.6.1. The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. A Child and Vulnerable Person Protection Policy is attached for your guidance.
- 8.6.2. The enactment of the Child and Vulnerable Person Protection Policy is the responsibility of the Hirer.

8.7. Compliance with other relevant legislation

The Hirer shall ensure that the users:

- 8.7.1. do not contravene the law relating to gaming, betting, and lotteries
- 8.7.2. comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises.
- 8.7.3. A breach of this condition may lead to prosecution by the local authority.

8.8. Indemnity

- 8.8.1. The Hirer shall indemnify and keep indemnified each of the Trustees of the Sarn Recreation Association and their employees, volunteers, agents and invitees against:
- 8.8.2. The cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises
- 8.8.3. Against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
- 8.8.4. All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer
- 8.8.5. As directed by the Sarn Recreation Association, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents

8.9. Insurance

- 8.9.1. Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity)

8.10. Accidents and Dangerous Occurrences

- 8.10.1. The Hirer must report all accidents involving injury to the public to an authorised representative of the Sarn Recreation Association as soon as possible and complete the relevant section in the Sarn Recreation Association Accident Book. Any failure of equipment, either that belonging to the Village Hall, or brought in by the Hirer must also be reported as soon as possible

NOTE: Authorised Representative: Mrs. Carol Adams, telephone 07866 861180

8.11. Stored equipment

- 8.11.1. The Sarn Recreation Association accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period.
- 8.11.2. The Sarn Recreation Association may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

8.12. No alterations

- 8.12.1. No alterations or additions may be made to the Premises. No fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of the Sarn Recreation Association.
- 8.12.2. Any alteration, fixture or fitting, or attachment, so approved shall, at the discretion of the Sarn Recreation Association, remain in the Premises at the end of the hiring and become the property of the Sarn Recreation Association or be removed by the Hirer.
- 8.12.3. The Hirer must make good to the satisfaction of the Sarn Recreation Association any damage caused to the Premises by such removal. Decorations may be hung from the ornamental bosses on the side walls of the main hall, but not elsewhere. Hirers must produce a certificate that the decorations comply with fire regulations. No Blu-tack, drawing pins, or adhesive tape may be used

8.13. Payment Terms

8.13.1. All invoices should be settled with 14 days of the date of issuance.

8.13.2. An invoice will be generated and sent to the hirer. For a one-off booking this will be sent the week of the booking. For recurring bookings, the invoice will be sent at the end of the month.

8.14. CANCELLATION

Cancellation by the Hirer

8.14.1. The Hirer can cancel a booking without charge, by providing a minimum of 48 hours' notice before the date of the event

8.14.2. If the Hirer fails to turn up for a booking, the Sarn Recreation Association may, at their discretion, require a payment of hire fees or withhold any part hire charge already paid.

Cancellation by the Sarn Recreation Association

8.14.3. The Sarn Recreation Association reserves the right to cancel a hiring by written (including email) notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Sarn Recreation Association reasonably considers that:

8.14.3.1. Such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or

8.14.3.2. Unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or

8.14.3.3. The Premises have become unfit for the use intended by the Hirer

8.14.3.4. In any such case the Hirer shall be entitled to a refund of any hire fees already paid, but the Sarn Recreation Association shall not be liable for any resulting direct or indirect loss or damages whatsoever