

ST FAGANS VILLAGE HALL ASSOCIATION (VHA)

HALL HIRE TERMS AND CONDITIONS

(As of 23 August 2024)

A -The Association agrees that in consideration of the hire charge paid, they will:

- i. Allow the Hirer use of the hall room(s) and the associated facilities stated in the Booking Agreement.
- ii. Permit the hirer use of all china, cutlery, tables, chairs and other equipment according to the rooms stated in the Booking Agreement.
- iii. Provide all lighting, electrical power and heating.

B-The Hirer undertakes:

- i. Not to use the hall in any manner that will cause annoyance or disturbance to occupiers of nearby properties. In particular, noise emanating from disco or live musicians must be kept at a level that does not disturb residents of the said properties.
- ii. Not to cause any damage to the hall or its contents.
- iii. To provide at all times adequate adult supervision of those who are under 18 years of age.
- iv. To be responsible for any equipment brought into the hall and to remove it before leaving.
- v. Not to use any electrical equipment that might overload the electrical power circuits.
- vi. Not to permit smoking or the chewing of gum in the hall.
- vii. Not to change the thermostat setting nor to interfere with the boiler settings (the temperature settings are controlled remotely).
- viii. To observe all fire prevention and safety regulations (**see C below**).
- ix At the end of the hire period to: -
Stack all chairs in the designated storage area.
Wash up, dry and put away all china and cutlery.
Clear up and leave the hall in the condition that it was at the start of the hire period.
Remove all rubbish from the hall and its environs.
- x. To reimburse the Association the cost of any breakages and/or the making good of any damage to the hall or its contents during the hire period.
- xi. To ensure that alcohol is not sold in the hall at any time. However, alcohol may be provided by the hirer as long as it is not sold. In all circumstances, alcohol must not be supplied after 10 pm.

xii. To be responsible for ensuring that the person(s) or organisation(s) providing the entertainment (for example bouncy castles) have full insurance covering all activities to be provided, and accept the responsibility for ensuring the size of the equipment can safely be accommodated within the hall.

xiii. TO ENSURE THAT BOUNCY CASTLES WILL NOT BE HIGHER THAN 2.5 M IN THE HALL AND ARE NOT IN ANY CIRCUMSTANCES ALLOWED IN THE GARDEN OR ANYWHERE ELSE OUTSIDE THE HALL

xiv. Not to use the dishwasher.

xv. That for evening events the Hall will be vacated by 22.30 hrs at the latest.

xvi. To ensure that all persons attending the function and using the car park are advised to register their vehicle registration number on the console inside the front door. Failure to do so may incur a financial penalty the payment of which is the responsibility of the hirer or the individual. The VHA is not responsible for these payments. All payments **must** be made via bank transfer in advance of the hire. The **required** bank details for payment are:

Account Name:

St Fagans Village Hall Association

Bank Code 20-18-15

Account No 93321916

Note we do not accept payments via PayPal.

xvii. TO PROVIDE A MOBILE PHONE NUMBER WHEN CONFIRMING THE HIRE

C -IN THE EVENT OF FIRE

To ensure that in the event of a fire the premises will be vacated as quickly as possible. The first and main priority is to ensure that everyone leaves the building. Fire exits are located at either end of the building and on the north side of the main hall. The fire assembly point is in the far north east corner of the car park, opposite the hall.

There are 4 fire alarm points in the hall. Only stop to activate the alarm manually if it is safe to do so; the hall is equipped with sensors which will activate the alarm.

The hall is equipped with fire extinguishers, but on the advice of the South Wales Fire Service Safety Officer the extinguishers should not be used by people who have not been trained in their use.

After leaving the hall call 999 and advise that there is a fire in St Fagans Village Hall, **Crofft y Genau Road, St Fagans CF5 6DU** (and that the hall is next to the Plymouth Arms pub).