

# REYNOLDSTON VILLAGE HALL ASSOCIATION

## Terms, Conditions and Information

relating to

the hire of the halls, rooms and facilities at Reynoldston Village Hall (the Hall)

This Agreement is made between:

- (1) Reynoldston Village Hall Association (RVHA); and
- (2) the hirer as specified in the Booking Enquiry form (see below) or in the on line application (the Hirer).

### 1. The Contract:

These Terms and Conditions form the contract between RVHA and the Hirer and are incorporated in any booking made directly with the Booking Secretary of RVHA or (by clicking the "acceptance" box) via the on line booking system hosted by Hall Master.

Submitting a [Booking Enquiry Form](#) by hand, by post or via the online booking system hosted by Hall Master is an acceptance of these Terms & Conditions.

Data held on the Hall Master booking system is used only in connection with bookings you may make at Reynoldston Village Hall, the management of that booking, subsequent invoicing of the charges relating to bookings you have made, and notifications relating to use and operation of the Hall.

RVHA agree to make the Hall available to the Hirer for the period and for the purpose specified in the Booking Form.

### 2. Interpretation:

The information provided in RVHA's Web pages also form part of these Terms & Conditions. In the event of any conflict between the information on the Web pages and these Terms and Conditions then the provisions of these Terms and Conditions shall prevail.

Any omission or error in any of the information issued by RVHA using any medium may be corrected by RVHA without liability. Any changes will be notified at the time of booking or as soon as is reasonably possible thereafter.

### 3. The Facility

Reynoldston Village Hall is run by Trustees for the benefit of the local community.

The Hall comprises two separate, but connecting, units – the **Main Hall** and **The Minor Hall**. Each can be used independently with separate facilities including toilet facilities for the disabled. There is a **Small Meeting Room** available on the upper floor.

**The Kitchen** is situated off the Main Hall and is easily accessible from the Minor Hall.

The Main Hall has a seated capacity of **200** (auditorium) and **120** (dining). The Minor Hall has a seating capacity of **35**. The Small Meeting Room seats **10 -12**

Further details of the facilities (number of chairs/tables etc) are available upon request or can be found on the Reynoldston Village Hall website.

#### 4. Regulations and Responsibilities of the Hirer.

- i. The Hirer is responsible for each individual of its group whilst in the Hall and shall ensure that each individual adheres to the Smoke – Free Premises (Wales) Regulations 2007. **SMOKING IS PROHIBITED IN ALL AREAS OF THE HALL, THE FOYERS AND ENTRANCES. THE FIRE ALARM SYSTEM IS ACTIVATED BY SMOKE AS WELL AS HEAT.**
- ii. Fire Regulations and Safety - **IN THE EVENT OF THE FIRE ALARM GOING OFF THE HIRER SHALL ENSURE THAT THE HALL IS EVACUATED QUICKLY AND SAFELY. THOSE IN CHARGE OF THE EVENT SHOULD RING TO REQUEST THE FIRE SERVICE ON 999 (or from the phone outside the Fire Station).**
- iii. Should the Fire Alarm system be activated accidentally, by malfunction, or by an action by a minor, the system can be de – activated by keying in 514 on the control panel in the main foyer. **Read the instructions adjacent to the control board before attempting to “key in” 514. Hirers should familiarize themselves with the instructions next to the control panel.**
- iv. The Hall complies fully with relevant fire regulations including those necessary for the holding of its entertainment licence. In the event of an electricity failure, emergency lights in the Main Hall will be activated. The Fire Exit signs remain on permanently. The Hirer should familiarise itself with (and make all users aware of) the location of Fire Exits. All Fire Exits must remain free from obstructions.
- v. No portable electric fires are allowed in the Hall, unless provided by RVHA. All areas are centrally heated except the kitchen. No electrical items may be brought into the Hall by the Hirer unless they have been tested by an approved electrical contractor and evidence of such test is marked on the item. Hirers are not permitted to use extension cables for any appliances. The Hirer shall not overload the electrical system of the Hall.
- vi. No naked flames or fireworks are permitted in the Hall.
- vii. Insurance – RVHA is fully insured against any claims arising from its own responsibilities, but it is the responsibility of the Hirer to ensure that they have adequate third party / public liability insurance cover for the specific events and activities for which it is planned to use the Hall. The Bookings Secretary reserves the right to request a copy of the insurance policy of the Hirer. Specifically this includes but is not limited to the use of bouncy castles or other inflatables fly walls bungee equipment or any similar activity equipment
- viii. The Hirer shall comply with all conditions and regulations made by the Fire Authorities, Local Authority or Magistrates in connection with any proposed event.
- ix. In the event of an accident, the incident should be reported to the Chairman of RVHA and a brief report must be entered in the Accident Book (adjacent to the First Aid boxes). The Chairman may well require a full report.
- x. Stage Area – the Hirer must ensure that children do not go onto the stage area unless supervised by an adult.
- xi. Alcohol - The Hall is not licensed for the sale of alcohol.
- xii. The Hirer shall leave the Hall in a clean and tidy state and shall remove all rubbish bags. Black rubbish bags and bags for the re-cycling of plastics, paper and glass are provided and are stored in the kitchen. These are for the use of regular hirers. No food must be left in the kitchen or any other part of the Hall.

For special events, particularly those involving large amounts of waste, then the Hirer should bring its own supply of bags. The Hirer is reminded of the need to recycle as much waste as possible. During the period of hire, the Hirer is responsible for the supervision of the Hall, the fabric and all contents and is required to keep them safe from damage.

RVHA reserves the right to impose additional charges for cleaning, tidying, rubbish disposal, damage etc., if the Hirer fails to leave the Hall in a clean and tidy state. Such cost will be deducted from any bond paid by the Hirer under clause 14.

An Exit Checklist is published on the RVHA website and is also available on request. To ensure the Hall is left in a clean and tidy state the Hirer should comply with the provisions set out in the Exit Checklist.

- xiii. The Trustees of RVHA are committed to reducing any harmful effects on the environment. Wherever possible, purchases for the Hall are made locally, are eco – friendly and from fair trade sources. The heating, lighting and water systems are frequently reviewed in the light of “best practice”.

The Hirer must make every effort to minimize waste at source, to avoid using disposable catering items and to conserve heating and lighting.

- xiv. The Hirer is responsible for any keys given to the Hirer and for keeping the Hall locked at all times, if not in the Hall. The Hirer will be charged an additional fee (£100) to cover the replacement of keys and locks, in the event of the loss of keys.
- xv. The Hirer shall not use the Hall for any purpose other than that described on the booking form.
- xvi. The Hirer shall not sub-let the Hall or share the possession of the Hall with any person or persons other than for the purposes of the relevant event .
- xvii. The Hirer shall not use, or allow the Hall, to be used for any unlawful purpose or in any unlawful way nor do anything to bring into the Hall anything which may endanger the Hall or breach any of the terms and conditions of its insurance policies.
- xviii. The Hirer shall indemnify RVHA:
  - a. for the cost of any repairs or damage done to any part of the Hall or its contents, including the external curtilage of the building that occurs during the course of the booking or as a result of the booking; and
  - b. for any other loss, damage or claims made by any person as a result of the booking.

Such costs may be deducted from any bond paid by the Hirer under clause 14.

- xix. The Hirer shall not exceed the seating capacity of the Hall, being **200** people in the Main Hall and **35** in the Minor Hall.
- xx. The Hall has equipment that is available for use by the hirer. This includes audio visual stage equipment, special and stage lighting and ladders. The hirer must notify the Hall if they want to use this equipment for which there may be a charge. The audio visual stage equipment must not be used unless the Hirer has been trained. If the hirer requires any changes to the stage lighting this must be done by a person designated by the Hall Management Committee. Ladders can only be used if permission is given by a person so designated by the Hall Management Committee and the Hirer must first read and accept the guidelines for the use of ladders in the Hall. A copy of these guidelines can be found on the Reynoldston Village Hall website and the notice board in the Hall.
- xxi. All property brought into the Hall by the Hirer shall be at the risk of the Hirer or the owner of the property brought into the Hall. Property of the Hirer, including any equipment brought into

the Hall that is owned by the Hirer or owned by a third party that has been hired by the Hirer (including bouncy castles) must be removed from the Hall at the end of the rental period. Failure to do so may result in additional rental charges and costs incurred by the Hall to remove such equipment.

- xxii. Music - Licences held by RVHA for the playing of recorded and published music do not necessarily cover the Hirer. It is the responsibility of the Hirer to determine if licences issued by PRS for Music and PPL for the playing of recorded and published music are required for the event taking place
- xxiii. Alcohol - The Hall is not licensed for the sale of alcohol
- xxiv. The Hall must be vacated at the end of the hire period.
- xxv. The Hirer shall be over 18 years old.
- xxvi. Pets are not allowed anywhere in the Hall.

## **5. Noise and Disturbance**

If music is to be played in the Hall, all windows and doors must be kept shut. No music is to be played, or other noise made, outside the Hall. Noise levels, particularly in the evenings, are to be kept to a minimum, particularly when leaving the Hall.

## **6. Parking**

The Hirer shall ensure that all users of the Hall shall use the designated car parking areas and park in such a manner so as not to prevent access and egress from any adjoining properties and so as not to block any access/egress for emergency vehicles.

The Hirer must seek the advice of the Bookings Secretary concerning the placing of traffic cones (stored at the rear of the Hall) and other traffic management requirements, particularly for the disabled and for clear access to and from the Fire Station.

It is the responsibility of the Hirer to manage car parking near to the Hall and, if necessary, adjacent to the Village Green. If large number of vehicles are involved then "car park attendants" will be required, and provided by the Hirer.

All vehicles are parked at the owner's risk.

## **7. Risk assessment**

The Hirer shall be responsible for carrying out their own risk assessment of the Hall and ensuring that the Hall is fit for the purpose of their booking.

The RVHA Management Committee reserves the right at its own discretion to refuse or cancel any booking for any reason whatsoever. Any Hirer who fails to comply with the conditions maybe refused subsequent bookings.

## **8. Hire charges**

Prices to hire the Hall can be found on the web-site. These prices are subject to review but if a booking confirmed either by e-mail, mail or verbally the price as at that time will not be subject to variation.

For regular users, these are worked out on an hourly or sessional basis. There are special rates for fund raising events, weddings and other major events. Details are available from the Bookings Secretary. Hire charges will be stated on the booking confirmation.

Full payment may be required at the time of submitting the booking form. If payment is not received, the booking will not be accepted by RVHA. For regular users, the frequency of payment is by arrangement with The Booking Secretary.

Refunds due to cancellations will be decided upon at the discretion of the RVHA Management Committee.

The Hirer shall ensure that the facilities are not used for a period longer than that declared on the booking form. In working out the period required, the Hirer should allow time for preparation of the activity and clearing away after the activity, as further charges may be incurred for delays. The storage of any customer property (including property hired by or loaned to the customer for the event) before or after the agreed hire period will attract additional hire charges – see clause 15 below.

## 9. Special Events

For groups requiring use of the Hall for a Special Event, for example a Wedding Reception, Party, Sporting or a Corporate Event on a specific day and for events lasting longer than one day, please contact the booking Secretary in advance of requesting the booking at [bookings@reynoldston.com](mailto:bookings@reynoldston.com).

The facilities may be viewed by e-mailing [bookings@reynoldston.com](mailto:bookings@reynoldston.com). Special prices may apply for such events.

## 10. Payments

An invoice will be issued for all bookings

We accept payment by the following methods

- **Cheque** made out to **Reynoldston Village Hall Association**.  
*Please send cheques to:* Reynoldston Village Hall Association, Reynoldston, Swansea SA3 1AA or hand to the Booking Secretary, or
- **Bank Transfer**, details to be found on the website, or
- **Cash** by agreement with the Booking secretary

For special events a deposit may be requested. The deposit required to confirm a booking is normally 10% of the total cost of the booking and the **balance must be paid 8 weeks before your arrival date**. An invoice will be raised for both the deposit and balance payable. If any payment is overdue, RVHA may cancel the booking. Deposits are non-refundable.

## 11. Making a Booking

Bookings must be made by an adult (over 18 years old at the time the booking is submitted). All bookings are subject to availability and RVHA reserves the right to decline any booking, for whatever reason, at its sole discretion.

## 12. Confirmed booking

RVHA reserves the right to increase or decrease prices that are published on any medium, including the RVHA web site, prior to a confirmed booking. Any price changes will be notified by the time of booking confirmation. If the Hirer is unhappy with the price change, the Hirer may cancel the booking within 7 working days of this notice without penalty.

## 13. Changing a Confirmed Booking

**If the Hirer wants to change a booking**

Changes to a confirmed reservation (e.g. dates of visit, numbers of people booked etc.) are allowed subject to the availability of a suitable alternative. Multiple changes for the same booking will require additional administration and at the RVHA's discretion may attract additional charges. All additional charges for accommodating the Hirer's request will be agreed when the Hirer requests its changes. Changes requested within 8 weeks of the date of the first arrival date can at the discretion of RVHA be treated as cancellations.

### **If the Hirer cancels its confirmed booking**

Cancellation charges on all bookings are set out in the table below. These charges are calculated based on the date RVHA receives written confirmation of the cancellation and the number of days left before the agreed date of the first arrival. RVHA reserves the right to waive cancellation fees.

No. of days	Amount you must pay
More than 8 weeks	Loss of deposit
8 weeks to 4 weeks	50% of the total cost of your booking
4 weeks or less	The total cost of your booking

### **If RVHA changes the Hirer's booking**

In the unlikely event it is necessary for RVHA to change a booking, in total or in part, RVHA shall inform the Hirer as soon as is reasonably possible of any necessary changes. The Hirer can either: accept the changed arrangements; or cancel the booking and receive a full refund of all payments made.

## **14. Bonds**

RVHA reserves the right to request the payment of a Bond. If a Bond is requested and it is not paid prior to commencement of the booking RVHA reserves the right to cancel the booking.

The value of the Bond will depend on the duration of the booking, the number of people attending the event for which the booking has been made, and the facilities that are being used.

The value of the Bond will not exceed £1,000.

The Bond must be paid by BACS bank transfer or cheque (made out to **Reynoldston Village Hall Association**) within the same timescales as required for the full payment.

RVHA shall be entitled to use the Bond (whether in whole or part) to pay any sums due from the Hirer to RVHA under these Terms and Conditions, including as follows:

The condition of the premises on arrival and on departure will be inspected by authorised representatives of RVHA, including taking photographs as appropriate.

On departure, if the Hall is found to be in the same condition as when the group arrived, the full amount of the Bond will be returned as a cheque made out in the name of the original booker (Group Leader), within 21 days of departure.

If any new damage is identified or the Hall is found to require any cleaning or tidying up, then RVHA shall be entitled to retain (and keep) from the Bond such reasonable amount to cover the cost incurred by RVHA in carrying out such cleaning or tidying up. The balance of the Bond will then be paid to the Hirer.

## **15. Storage and Disposal**

Storage (and moving where necessary by us) of any items delivered to the Hall in advance of the relevant booking period and/or collected after the expiry of the relevant booking period may attract charges according to our Hall and/or Meeting Room hire rates, depending on where the items are stored. Items cannot be stored anywhere other than the Hall and Meeting Room. The delivery and storage of all items must be agreed in advance with the Booking Secretary.

Any items not collected within 2 days after expiry of the relevant booking period will be assumed abandoned and will be disposed of by RVHA as it sees fit. RVHA will not be liable for damage to, or for returning, any items left in the Hall before, during or after any booking. Abandoned personal effects may be returned at our discretion at the owner's cost.

The cost of disposal may be deducted from any bond held under clause 14.

## **16. The liability of RVHA to the Hirer**

RVHA shall ensure that the facilities are provided in accordance with these terms and conditions and the Contract is executed by us with reasonable skill and care.

RVHA will not be liable to the Hirer for any losses which are not foreseeable by both RVHA and the Hirer when the Contract is formed. Except in relation to death or personal injury caused by the negligence of RVHA, RVHA's liability remains, at all times, limited to the value of the confirmed booking.

If part(s) of the facilities (including equipment) are not provided then the Hirer must notify RVHA within 28 days of the date of the event. Any alleged breach will be investigated by RVHA and if agreed the Hirer shall be entitled to an appropriate refund.

If, for any reason, any keys issued to the Hirer fail to lock or unlock a door then RVHA is not liable for damage to or loss of property.

The Hall shall be in a clean and tidy state ready for the commencement of hire.

## **17. The Hirer's information**

Personal information supplied to RVHA will only be stored and used for the purposes of carrying out this contract.

## **18. The Hirer's view**

RVHA values the opinion of the Hirer of RVHA's facilities. Please e-mail the Booking Secretary with any comments the Hirer may wish to make.

## **19. Contact**

The Hirer can get in touch with RVHA by:

- Completing either our online [Booking Enquiry Form](#) hosted by Hall Master.
- Calling our bookings mobile 07469 253948 or our key holder mobile 07469 257882
- Visiting us in person at the Hall - please to call us first to make an appointment.
- Writing to us at: **Reynoldston Village Hall Association, Reynoldston, Swansea, SA3 1AA**
- For queries other than bookings email [rvh@reynoldston.com](mailto:rvh@reynoldston.com)

If you have any concerns during your stay, please speak to the Booking Secretary in the first instance so that we can be given the opportunity to resolve any issues as soon as possible.

Or in the case of an emergency if there no response either mobile number please call 01792 391012.

## **20. Bookings post 1<sup>st</sup> September 2020**

**The Terms and Conditions under this clause only relate to bookings in the Hall for events to be held after 1<sup>st</sup> September 2020. To hire the Hall the Hirer must accept the Terms and Conditions for hiring the Hall and therefore the Hirer agrees to take responsibility for all the people using the Hall during their period of hire.**

**This clause overrides any prior clause in this agreement which may conflict with this clause.**

The “new normal” for community facilities are markedly different to what we are used to, and this is likely to be the case for the foreseeable future. Trustees want to offer the Hall to all the community and seek cooperation from all hirers to achieve this.

Prior to re-opening the Hall, the Trustees have prepared and executed a risk assessment specifically relating to the risks associated with Covid-19. Consequently many operational changes have been made to take account of, and comply with, Government directives and guidance. These are detailed below. The Trustees cannot be wholly responsible for compliance as they do not control all events held in the Hall. As such, the Hirer of the Hall carries the responsibility to ensure their activities comply with all Government directives and guidance.

### **Hall Preparation**

- Users of the Main Hall may only enter the Hall by the front entrance. Users will be required to read the notices relating to Covid-19 before entering.
- In the front foyer there is hand sanitiser, spray sanitiser and paper towels.
- All sinks have antibacterial hand washing liquid and paper towels adjacent.
- All hand dryers have been disconnected or removed.
- All taps have been run and toilets flushed to reduce the risk of disease from low usage since lock-down.
- Doors have labelling to show access or denial of access and stairways are roped off.

### **New restrictions**

- Only the Main Hall will be available for hire until further notice.
- The toilets off the Main Hall are available for use, but not the toilets to the rear of the building.
- The Minor Hall and Upstairs Meeting Room are not available for hire.
- Users of the Main Hall may only enter the Hall by the front entrance.
- Access to the Stage, Minor Hall, Upstairs Meeting Room and Kitchen is not permitted.
- Users of the Hall may only exit the Hall by the fire door exit from the Main Hall. Tiebacks have been provided for the fire door exit in the Main Hall.
- Glasses and mugs are not to be used. Paper disposable cups will be provided for water.

### **Hirer Responsibilities**

**It is the responsibility of the Hirer to ensure that ALL Government directives and guidance are followed, particularly, but not limited to the following;**

- **Rules governing the nature of an event**
- **Number of people at that event**
- **Distancing rules**
- **The use of face masks**

**The Hirer is responsible for ensuring the following;**

- **All users of the Main Hall must enter using the front entrance.**
- **All users of the Main Hall should exit via the fire door from the Main Hall.**
- **All users must sanitise their hands in the foyer on entry.**
- **All users must spray sanitise any items of equipment being brought into the Hall.**
- **All users must observe the limitations on access to certain parts of the Hall.**
- **All users must read the notices in the foyer at the front of the Hall.**



**Contact details, names, addresses and telephone numbers of all those attending an event in the Hall must be retained by the Hirer. A copy must be sent to the Hall either by email or a hard copy sent by post. Contact details can be found below and also on the Hall website [www.reynoldstonvillagehall.wales](http://www.reynoldstonvillagehall.wales)**

**Anyone taken ill with possible Covid-19 symptoms whilst on the premises must be isolated in an unused area and advice from 111 sought. The Trustee of the Hall should be notified immediately, see contact details below. The Hirer must then prevent any further access to the Hall.**

### **Cleaning the Hall**

The Trustees have arranged enhanced cleaning of the Hall. However the Hirer must carry out the cleaning routines as detailed below at the start and end of any event in the Hall.

- Hirers must nominate one or more users to be at the Hall prior to the start of the event to sanitise areas and equipment likely to be touched. This includes but is not limited to door handles, chairs, tables and the bar area at the rear of the Hall.
- Similarly at the end of the event the Hirer must nominate one or more users to sanitise areas that have been touched. This includes but is not limited to door handles, chairs, tables and the bar area at the rear of the Hall.
- Hirers must ensure all chairs and tables store area after they have been sanitised.
- Guidance is displayed for each area and which cleaning materials should be used.

The hirer is required to sign a form on departure confirming sanitising procedures have been followed. The completed form is to be returned to the box provided at the bar at the side of the front door.

### **Contact Details**

If you need further advice or there is an emergency please contact either,

Hugh Jones T 01792 391012 or 07368 338 615 email [hugh.jones@reynoldston.com](mailto:hugh.jones@reynoldston.com) or

Alan Bryant T 01792 390100 e-mail [alan63nen@gmail.com](mailto:alan63nen@gmail.com)

If the Hirer requires further guidance or clarification of these procedures they can be shown around the Hall to explain procedures and restrictions.

Contact details can also be found on the website for the Hall, [www.reynoldstonvillagehall.wales](http://www.reynoldstonvillagehall.wales)