

# Grampound Village Hall and Recreation Ground

Terms and Conditions of Hire (updated 1/Jan/2026)

A-Z of Terms and Conditions

## Accidents

The Hirer is responsible for and shall indemnify Grampound Village Hall against any claims made by anyone attending the hall during their hire period for any loss, damage, or injury. In the event of an accident occurring to any person(s) in the hall, details must be recorded in the accident book, kept by the First Aid box by the main entrance.

## Additional Charges

Grampound Village Hall reserves the right to add to the invoice or deduct the following charges from the booking deposit as necessary:

- Any extra cleaning needed, including the dishwasher: £60 (£50 if cleaner requested on booking form).
- Electrical items or heating left on: £6.00 per hour.
- Showers left on: £50.00 per hour.
- Damage to premises, to be assessed at the time.
- Rubbish left: £12.50 per bag.
- Keyholder call outs, including fire alarm set off, e.g., by D.J. smoke machines: £12.00.
- Lost front door key – to cover replacement of locks and re-cutting of keys: £75.

## Age Limit

No person under the age of 21 years may book the hall for any event.

## Alcohol

No person under the age of 18 years may bring in or buy any alcoholic drinks while on the premises, nor may they consume any such liquor. Failure to abide by these regulations is liable to lead to prosecution.

No alcohol shall be sold on the premises unless the Hirer has applied for a Temporary Event Notice. The hirer is responsible for the observation of any licensing regulations and the obtaining of any licenses required. The person appointed to run a bar shall display appropriate notices and take full responsibility to abide by the hours and conditions noted thereon.

## Animals

We regret that animals are not permitted inside the hall other than assistance dogs or with the express permission of a member of the Hall Management Committee.

## **Betting, Gaming & Lotteries**

The Hirer shall not contravene any laws relating to betting, gaming, and lotteries.

Small-scale raffles or tombolas are permitted only where they are incidental to entertainment (e.g., a fete, dinner, or social event). Such activities must comply with the legal limits under the Gambling Act 2005. See advice from Gambling Commission (<https://www.gamblingcommission.gov.uk/guidance/lotteries-and-the-gambling-act-2005/lotteries-and-the-ga05-types-of-lottery-that-do-not-require-a-registration>)

## **Bookings**

All bookings must be made on the Booking Form. The Hirer (a named adult over 21 years) shall be responsible for the booking of the premises and should be on the premises for the whole period of the booking. The Hirer is responsible for the safety, security and operation of the function booked, and for leaving the building secure.

No changes in the proposed arrangements will be allowed without the agreement of the Management Committee, who reserve the right to cancel such arrangements if necessary. This may also apply to regular bookings.

## **Bouncy Castles & Inflatable Equipment**

The Hirer is solely responsible for the safe installation, operation, constant supervision, and dismantling of the equipment in accordance with the operator's manual and industry safety guidelines. The Hirer must ensure the equipment is positioned to avoid damage to the Hall and that electrical safety is maintained.

## **Capacity**

Hirers should ensure that attendance at any function in the Main Hall shall not exceed 190 people seated (or 360 standing with a stage present, 400 standing with no stage), and in the committee room 35 people seated (or 50 standing).

## **Cancellation (by Hirer)**

Cancellation of any hire with less than 24 hours notice to [info@grampoundvillagehall.org.uk](mailto:info@grampoundvillagehall.org.uk) email may incur a 50% charge of the intended hire cost

## **Cancellation (by Grampound Village Hall)**

The Management Committee reserve the right to refuse or cancel a letting at their sole discretion.

## **Charges**

All charges shall be determined by the Management Committee. One month notice of changes in charges will be given.

Any deposit taken will be refunded upon return of the key, subject to the premises being left at the agreed time and in clean, tidy, and secure condition and provided there is no damage to Grampound Village Hall or its contents. Any extra cleaning or unscheduled call outs made necessary by the Hirer will be charged for.

Failure to secure doors/windows of the premises will result in Hirer being liable for any resultant damage as the village hall insurance would be invalidated.

## Cleaning

It is the Hirer's responsibility to leave the building in the same condition of cleanliness in which it was found, including the areas outside the entrances to the building. If you would like to arrange for a cleaner after your function, there is an additional charge of £50 for this service, but the building must still be left secure, and all equipment used must be put away.

Hirers need to bring their own rubbish sacks and any cleaning equipment they require. All rubbish and recyclable materials must be removed from the hall by the Hirer.

## Communication

Utilise the communications book kept in the kitchen for raising any issues pertaining to the hire of the hall.

## Complaints

Any complaints whatsoever regarding the running of the hall or its conditions, must be made in the first instance to the Hall Development Officer.

## Damage

Please notify the Hall Development Officer of any damage to the Hall or its contents however caused.

## Data Protection

In conducting their event, the Hirer may collect personal data from attendees (e.g., for attendance records, ticket sales). In doing so, the Hirer acts as a Data Controller under UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Hirer is solely responsible for:

- Ensuring all personal data is collected, processed, and stored lawfully, fairly, and transparently.
- Keeping data secure and retaining it no longer than necessary for a legitimate purpose.
- Responding to any data subject rights requests (e.g., requests for access or deletion).

The Hirer shall indemnify Grampound Village Hall against any claims, fines, or costs arising from their failure to comply with data protection law in relation to the hire.

## Deposits

Grampound Village Hall reserves the right to request a deposit. A £100 deposit may be needed which will be returned after the hire if all the terms and conditions of hire are met.

The refund of any deposit is subject to a satisfactory post-hire inspection by a representative of the Hall or its appointed cleaner. This inspection will verify that all conditions have been met. Any deductions for cleaning, damage, or other breaches will be itemised and notified to the Hirer in writing, with the balance of the deposit returned within 14 days of the hire date.

## Decorations

We encourage you to use decorations which do not need to be attached to any part of the building. No bolts, nails, tacks, screws, pins, adhesive tape nor other like objects shall be used.

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affixed to any area. Blue tack should only be placed on non-porous surfaces. No alterations or additions may be made to the building or its contents/equipment.

## **Drugs**

No illegal drugs or "Legal Highs" are to be on the premises or the grounds at any time.

## **Emergency use**

Grampound Village Hall is a designated 'Silver Response' control centre in the event of a civil emergency. Should such an emergency occur then any hire will be cancelled and fees returned.

## **Equipment**

The Hirer needs to ensure the return of chairs and tables to their original positions in the storage cupboard of the main hall, and the return of tables to their original positions on the trolley in the committee room along with the committee room chairs in their rack.

The hirer may use electrical items that they have brought into the hall, however, these should be PAT tested prior to use.

## **Facilities Provided**

The Hirer may only have access to those parts of the building and facilities agreed on the booking form and is responsible for ensuring that guests are respectful of the building.

Evening functions must finish by the agreed time. Access is not permitted after the booked period unless a separate hire is organised.

## **Filming & Photography**

Commercial or professional filming, photography, or video recording is not permitted on the premises without the prior written consent of the Management Committee.

For private events, the Hirer is responsible for ensuring that any personal filming or photography is conducted sensitively, respecting the privacy of other hall users and neighbours. The Hirer must ensure that such activities do not cause disruption or nuisance.

Grampound Village Hall reserves the right to use images taken of the Hall premises (excluding identifiable guests without consent) for its own promotional purposes.

## **Fire Safety**

All hirers should familiarise themselves with the fire exits and the location of fire equipment.

Fire equipment must not be moved. All exits and passageways must be kept clear. Fire doors must be kept closed.

The assembly point is in the main car park. Charges may arise if the alarm is set off unnecessarily. If the alarm is activated, evacuate the building and then contact a designated keyholder.

## **Force Majeure**

Grampound Village Hall accepts no responsibility in respect of loss, accident, damage, death, or injury that may occur whilst persons are on the premises. Grampound Village Hall accepts no responsibility for any loss due to the breakdown of equipment, failure of

supply of electricity, leakage of water, fire, Government restriction or force majeure which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled.

## **Heating**

Hirers are to follow the instructions for heating given on the notice above the heating timer near the main entrance. No portable electric fires/heaters are to be brought into the Hall. All heating thermostats should be turned to 15 before leaving. If this is not done, the hirer may incur further charges.

## **Hirer's Property**

The Management Committee can accept no responsibility for items left on the premises. The Hirer must remove all personal equipment at the end of the hire unless separately arranged.

## **Insurance**

The Hirer is responsible for obtaining adequate insurance cover for their event. Proof of valid insurance may be requested by the Management Committee prior to the hire.

The Hirer shall indemnify Grampound Village Hall, its trustees, and volunteers against all claims, costs, and damages arising from their use of the premises or the actions of their guests to the extent such claims are not covered by the Hall's own insurance.

## **Kitchen Water Heater**

This is operated by key controls above the heater. Please ensure it is turned off at the end of the session. The hirer takes full responsibility for its use.

## **Music**

If live or recorded music is used at any event it must cease no later than 11.00pm unless a separate licence has been acquired.

## **Noise**

Hirers are asked to respect our neighbours and ensure that noise is kept to a minimum on vacating the hall. Complaints about noise or rowdy behaviour will jeopardise future hire.

## **Parking**

Cars are left in the Car Park at the owner's risk and must not block exits or entrances. Overnight parking is not permitted. Use of the car park for anything other than event parking (e.g., car boot sales) is not allowed.

## **Payment**

Payment for use of Grampound Village Hall should be made on the day or, with agreement, can be invoiced and paid within 14 days of receiving your invoice. An additional charge of

## **Regular Bookings**

- Payment is due upon receipt of invoice at the beginning of each month.
- Cancellation of sessions: At least 14 days' notice to be given or full hire fee is payable.

- Booking changes must be agreed with the Hall Development Officer and confirmed in writing at least 14 days in advance.

## **Safeguarding Children & Vulnerable Adults**

The Hirer is responsible for ensuring that any activity held at the Hall which involves the care, supervision, training, or sole charge of children (under 18) or vulnerable adults is conducted in a safe manner by appropriate personnel.

Where the hire constitutes a “regulated activity” as defined by the Safeguarding Vulnerable Groups Act 2006, the Hirer declares that they have read and will comply with Grampound Village Hall's Safeguarding Policy (available on request). The Hirer is responsible for ensuring that all staff and volunteers engaged in such regulated activity have undergone appropriate Disclosure and Barring Service (DBS) checks.

The Hall Management Committee reserves the right to request sight of a Hirer's own Safeguarding Policy and evidence of valid DBS checks for relevant personnel as a condition of hire.

## **Smoking or Vaping**

Smoking is not allowed in any part of Grampound Village Hall, including doorways. This includes e-cigarettes/vaping.

## **Ticket Sales & Copyright**

The Hirer must obtain any necessary licences (e.g., from the Performing Rights Society) and ensure no copyright material is performed without consent. The Hirer shall indemnify Grampound Village Hall against any infringement.

## **Unauthorised access**

It is the responsibility of the hirer to manage unauthorised access during a hire period. Please do so in a considerate and professional manner. A public toilet is available on the opposite side of the playground for those simply trying to use the hall toilets. The front door can be locked from the inside and an 'A' Frame - indicating a private hire - is available to reduce attempts at access.

## **Under 18s**

The Hirer needs to ensure adequate safeguarding measures are in place.

## **Vacating the Hall**

Hirers must ensure the hall is securely locked if they have been given a key, or have arrangements for the hall to be locked if a keyholder has opened up for them. Keys borrowed from Grampound Village Store should be returned immediately after the hire. The hall must be vacated no later than the agreed time.