

# **Castleton Village Hall – Terms & Conditions of Hire**

**4.1.2026 (SH/HH and FN/PN amended version)**

## **General Definitions**

1. The building that is the subject of the booking agreement is referred to as the “**Village Hall**”  
**Registered Charity No.** 511252  
**Authorised Representative:** Village Hall Duty Officer  
**Address:** How Lane  
Castleton  
Hope Valley  
S33 8WJ  
**Telephone Number:** 07793 581456  
**Email address:** castletonvillagehall29@gmail.com
  2. Trustees of the Castleton Village Hall charity are referred to as the “**Management Committee**”
  3. The person or organisation named in the booking is referred to as the “**Customer**”.
  4. The Customer (or authorised representative) must be present during the hiring and must comply fully with the Hallmaster booking details
  5. These Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hallmaster Booking unless specifically excluded by agreement in writing
  6. None of the provisions of this Booking confer any third-party rights (Contracts Rights of Third Parties) Act 1999 on a person who is not named as a party to this Booking
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## **Standard Conditions of Hire**

These standard conditions apply to all hiring of the Village Hall. If the Customer is in any doubt as to the meaning of the following, the Village Hall Duty Officer should be consulted immediately

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### **1. Supervision**

During the hire period the Customer is responsible for:

- Supervision of the premises, its fabric and contents
  - The behaviour and wellbeing of people attending the event whatever their capacity
  - The prevention of damage (including accidental)
  - Making good or paying for all damage (including accidental damage or loss)
  - Ensuring safe and considerate car parking, as directed by the Village Hall Duty Officer
  - Ensuring the terms of the Temporary Event Notice (TEN) are adhered to for alcohol sales
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### **2. Use of Premises**

- The Village Hall may only be used for the purpose stated on the Hallmaster Booking
- Sub-letting and overnight occupancy are not allowed in any form
- The Village Hall must not be used for illegal activities or anything which may render invalid any insurance policies
- If alcohol is being sold during the event, the Customer must do the following:
  - Obtain the permission of the Village Hall Duty Officer during the booking process
  - Successfully apply for a “Temporary Event Notice” from High Peak Borough Council licensing department, and provide proof if requested
- The maximum capacity of the hall is 120 people at any one time

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### 3. Gaming, Betting and Lotteries

- All activities must comply with the law relating to gaming, betting and lotteries

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### 4. Performing Licences

- The Management Committee hold a Performing Society Rights Licence to play copyright music
- If other licences are required in respect of any activity in the Village Hall, the Customer should ensure that they hold the relevant licence
- Where a licensable event is to be held, for which the premises are not licensed, the Customer shall be responsible for obtaining such license or authorisation

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### 5. Public Safety Compliance

- The Customer shall comply with all conditions and regulations for the hall made by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly for any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children or vulnerable adults

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### 6. Fire Safety

- With reference to the fire plan (see below) and on the Village Hall notice board, the Customer will thoroughly familiarise themselves with:
  - The location of the fire extinguishers and equipment and fire exits
  - The requirement to always keep fire exits clear during the event
  - The action to be taken in event of fire, including calling the Fire Brigade, evacuating the hall and informing the Village Hall Duty Officer
- Before the event starts the Customer must check that:
  - All fire exits are unlocked and panic bolts in good working order
  - All escape routes are free of obstruction and can be safely used
  - Fire doors are not wedged open
  - Fire door exit signs are illuminated
  - There are no obvious fire hazards on the premises
  - The participants are briefed on fire exits, fire equipment locations and the evacuation procedure at the start of the event.
- In the event of a fire
  - Raise the alarm
  - Evacuate the building to the front yard / Weaving Avenue
  - Ring 999

Report fire at: **Castleton Village Hall, How Lane, Castleton, S33 8WJ**

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### 7. Fire Hazards and Flammable Substances

- No highly flammable substances are to be brought into or used in any part of the premises
  - No combustible decorations to be used without the consent of the management committee
  - No naked flames to be used on the premises. (Battery operated candles are available for use)
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## **8. Electrical Appliance Safety**

- All electrical appliances brought in by the customer for use in the hall must be safe, in good working order, and P.A.T tested
  - All equipment must be used in a safe manner
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## **9. Health and Hygiene**

- If preparing, serving or selling food the customer is responsible for ensuring that all relevant food health and hygiene legislation and regulations are complied with
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## **10. Indemnity**

- The Customer is responsible for any damage, losses, injury to persons or nuisance caused to a third party arising through the use of the premises (including the storage of equipment)
  - The Customer is responsible for obtaining adequate insurance to cover the Customer, members of the Customer's organisation and invitees, and provide proof if requested
  - Failure to produce evidence of cover may render the hiring void
  - The Management Committee is insured only for claims arising out of its own negligence
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## **11. Accidents and Dangerous Occurrences**

- All accidents involving injury must be recorded in Village Hall's accident book (located with first aid box in Main Hall)
  - Serious injuries must be reported to the Village Hall Duty Officer as soon as possible
  - Any failure of equipment belonging to the Village Hall must be reported
  - Some incidents must be reported to local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
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## **12. Heating**

- No unauthorised heating appliances are to be used
  - Portable Liquefied Propane Gas (LPG) heating appliances are prohibited
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## **13. Drunk and Disorderly Behaviour and Supply of Illegal Drugs**

- The Customer is responsible for ensuring the terms of the TEN license is adhered to
  - The Customer is responsible for the behaviour and wellbeing of people attending their event
  - Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity
  - Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18
  - Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises
  - Illegal drugs are strictly prohibited
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## **14. Animals**

- No animals (including birds) except guide dogs are allowed
  - No animals whatsoever are to enter the kitchen at any time
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## **15. Safeguarding**

- The Customer is responsible for complying with current safeguarding legislation and procedures if the public event involves activities for children, young people and other vulnerable adults
  - The Customer must provide their Safeguarding Policy and evidence of DBS checks if requested
  - The Customer must follow the Village Hall Safeguarding Policy (available on our website and displayed on the hall noticeboard) and report concerns relating to abuse of vulnerable groups to the relevant statutory authority
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## **16. Sale of Goods**

- Fair trading laws must be followed
  - All prices and the organiser's name and business / trading address must be displayed
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## **17. Cancellation**

- Cancelling by the Customer within 48 hours of the event may result in a charge of 75% of the hours booked
  - The Village Hall Management Committee reserves the right to cancel the hiring if:
    - the hall is required for use as a Polling Station
    - a legal or licensing issue arises
    - the hall becomes unfit for the use intended by the Customer
    - an extended continuous period of use is requested (e.g. Theatrical productions). A minimum of 1 months' notice will be given
    - there is an emergency requiring use of the hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters
  - If cancelled by the Management Committee, any deposit will be refunded but no further compensation is payable
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## **18. End of Hire**

- The hall and surrounding area must be left clean and tidy, properly locked and secured. If not, additional cleaning and repair charges may be charged
  - Furniture and equipment must be returned to their original positions
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## **19. Noise**

- Noise must be kept to a minimum, particularly late at night and early in the morning
  - All loud music must cease at midnight
  - The double fire doors facing Weaving Avenue must be kept closed when loud music is played
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## **20. Stored Equipment**

- Regular users of the Village Hall may store equipment following prior agreement with the Management Committee
- The Management Committee accepts no responsibility or liability for any stored equipment or other property brought on to or left at the hall
- All equipment and other property (other than agreed stored equipment) must be removed at the end of each hiring or fees will be charged. Items left beyond 28 days may be disposed of or sold with costs charged to the customer

## 21. No Rights

- The Hallmaster Booking constitutes permission only to use the premises for the duration of the hire period and confers no tenancy or other right of occupation on the customer

### LOCATION OF FIRE EXTINGUISHERS AND FIRE ESCAPES

7m wide x 17m long

