



LYTCHETT MATRAVERS VILLAGE HALL

STANDARD TERMS AND CONDITIONS OF HIRE

MANAGED BY: LYTCHETT MATRAVERS VILLAGE HALL MANAGEMENT COMMITTEE (LMVHMC)

EMAIL: Enquiries@lytchettmatraversvhall.co.uk

WEBSITE: www.Lytchettmatraversvhall.co.uk

1. Definitions

- **HIRER:** Individual or authorised representative making the booking (must be 18+).
- **PREMISES:** Areas identified in the Booking Agreement.
- **COMMITTEE:** Lytchett Matravers Village Hall Management Committee
- **BOOKING AGREEMENT:** The written agreement incorporating these Terms and Conditions.

2. Responsibility

- The Hirer must be present throughout the hire, supervise attendees, protect Hall property, and ensure no damage or disturbance occurs.
- The Committee may enter the Hall at any time.

3. Supervision and Capacity

- Two responsible adults (18+) must supervise public events.
- The maximum capacity limits are:
 - **Main Hall:** 150 seated / 200 standing
 - **Blanchard Room:** 35 seated / 60 standing
- Fire exits must remain clear at all times.

4. Use of the Premises.

- The Hall may only be used for the purpose stated in the Booking Agreement.
- It must not be sub-let, used unlawfully, or used in a way that risks damage or invalidates insurance.
- Smoking and vaping are prohibited inside the Hall and porch.

5. Insurance and Indemnity.

- The Hirer is liable for any damage, loss, or injury arising from the hire.
- The Hall is insured for public liability; high-risk or commercial bookings may require their own insurance (minimum £5m).

6. Licences and Compliance

The Hirer must comply with all licensing, safety, and public health regulations.

A Temporary Event Notice (TEN) must be obtained if:

- Alcohol is **sold**, or
- Regulated entertainment occurs **outside the Hall's licence**.

The Hall holds Performing Rights Society (PRS) and Phonographic Performance Licence (PPL) for the public performance of recorded music.



7. Sale or Consumption of Alcohol

No alcohol may be **sold or served** without prior written approval.

If alcohol will be sold or served (e.g., staffed or ticketed bar), the Hirer must complete a **Bar Application Form** and obtain written permission.

- Once authorised, the Hirer/Bar Operator must:
- comply with the Licensing Act 2003 and any TEN/licence conditions
- operate Challenge 25
- maintain a refusals/incident log
- prevent under-18 drinking and service to intoxicated people
- use competent bar staff (18+)
- display the bar authorisation during the event
- cease sales at the approved finish time

Private “bring your own” alcohol events do not require approval, but the Hirer remains responsible for sensible consumption and preventing under-18 drinking.

8. Health, Safety and Fire

The Hirer must comply with the Hall’s Fire Safety and Health & Safety Policies.

Before the event, ensure:

- fire exits are unlocked and clear
- extinguishers and blankets are accessible
- First Aid Kit & Accident Book (in the kitchen) are accessible
- electrical appliances brought in are safe/PAT tested
- No naked flames or fireworks are used

Nearest defibrillators: **The Chequers** and **outside Tesco Express**.

In an emergency:

Evacuate immediately → call **999** → assemble at the **Recreation Ground car park**. All incidents should be reported to the Committee and noted in the Accident Book.

9. Safeguarding

Where activities involve children, young people, or vulnerable adults, the Hirer must comply with safeguarding legislation.

- The Hall’s Safeguarding Policy is available on request and published on the website
- DBS checks and safeguarding policies may be requested

10. Noise and Neighbour Consideration

- Events must finish by 11.30pm.
- Music or amplified sound must not be played outside the building.
- Guests must leave quietly.

11. Food Hygiene

Hirers preparing or serving food must comply with all relevant food hygiene laws.

- Refrigeration is available.
- All surfaces and utensils used must be cleaned.
- Please avoid bringing nut-containing foods into the Hall where possible

12. Stored Equipment and Property

The Committee accepts no responsibility for any property left on site.

- All items must be removed after the event unless agreed otherwise.
- Uncollected items may be disposed of after 7 days.



13. End of Hire

The Hirer must leave the Hall:

- Clean, tidy, and ready for the next user.
- Furniture returned to its original positions (see plan on the wall).
- Floor swept; bins emptied; recycling taken home.
- Heating controls must not be adjusted.
- Lights, appliances, and taps switched off.
- All doors and windows secured.

Failure to comply may result in a deduction from the deposit.

14. Payment & Deposits

- Fees and deposits must be paid in full before hire unless otherwise agreed.
- Refundable deposits for clearing, etc., are returned within **14 days** after inspection

15. Cancellation

- By the Hirer: Cancellations within one month of the hire date may result in forfeiture of the deposit or incur a £10 admin fee.
- By the Committee. Cancellation may occur if the Hall is needed as a Polling Station, becomes unsafe/unfit, unlawful activity is expected, or emergencies arise.
Refunds exclude consequential losses.

16. Animals

- Animals are not permitted inside the Hall, except registered assistance dogs.
- No animals are allowed in the kitchen at any time.

17. Decorations

- No fixtures or decorations may be attached to walls, ceilings, or doors without permission.
- Only removable fixings that don't damage the paint (e.g. Blu Tack, 3M Command Hooks, or Nano-tape) may be used.
- No decorations may be placed near light fittings or heaters.

18. Privacy

- Hirer details are stored for booking administration only, in line with the Hall's Privacy Policy.
- Data is not shared unless legally required.

19. No Tenancy

- This agreement grants temporary use only and does not create any tenancy or right of occupation.

20. Contravention

Failure to observe these conditions may result in:

- Forfeiture of the deposit, additional cleaning or repair charges, and/or refusal of future bookings.

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