



LYTCHETT MATRAVERS VILLAGE HALL

Managed by: Lytchett Matravers Village Hall Management Committee (LMVHMC)

STANDARD TERMS AND CONDITIONS OF HIRE

1. Definitions

- **HIRER:** Individual or authorised representative making the booking. Must be 18 or over.
- **PREMISES:** Areas identified in the Booking Agreement, including facilities to be used.
- **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 reserves the right to enter the Hall at any time during the hire.

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 and hirer-liability for private hire events.
- Regular hirers carrying out organised, public, commercial, club or group activities must provide evidence of Public Liability Insurance, normally with a minimum cover of £5 million.

6. Health, Safety and Fire

The Hirer must read and comply with the Hall's Fire Safety Policy and Health & Safety Policy displayed on the noticeboard. They must ensure, before any event, that:

- 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

In an emergency: Evacuate immediately → call 999 → assemble at the Recreation Ground car park.

- The three nearest AED/defibrillators are Outside Village Hall facing the Recreation Ground, The Chequers, and Tesco Express.
- The Village Hall What3words location [///artist.drums.exclusive](#)
- All incidents should be reported to the Committee and noted in the Accident Book.

7. 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

8. Licences and Compliance

- The Hirer must comply with all licensing, safety and public health requirements relevant to their booking.
- A Temporary Event Notice (TEN) may be required where an activity is not covered by the Hall's premises licence, including regulated entertainment outside the permitted terms of the licence.
- The Hall holds Performing Rights Society (PRS) and Phonographic Performance Licence (PPL) cover for the public performance of recorded music.

9. Sale or Consumption of Alcohol

- Alcohol must not be sold or supplied by or on behalf of the Hirer without prior written approval from LMVHMC. Under the Hall premises licence, every supply of alcohol must be made or authorised by the Management Committee.
- The Hall premises licence permits the supply of alcohol for consumption on and off the premises during the following hours:

Monday to Thursday: 11:00–23:00

Friday and Saturday: 11:00–23:30

Sunday: 11:00–22:00

- If alcohol is to be sold or supplied, the Hirer must complete a Bar Application Form and obtain written authorisation before the event. A Temporary Event Notice may be required if the proposed activity is not covered by the Hall premises licence.
- Once authorised, the Hirer or Bar Operator must comply with the Licensing Act 2003, the Hall premises licence, any Temporary Event Notice, and any conditions set by LMVHMC. This includes operating Challenge 25, preventing alcohol being supplied to under-18s or intoxicated persons, using competent bar staff aged 18 or over, keeping any required refusals/incidents record, displaying the signed authorisation during the event, and stopping sales at the authorised finish time.
- Private "bring your own" alcohol consumption does not normally require a Bar Application Form, but the Hirer remains responsible for supervision, preventing under-age drinking and ensuring orderly behaviour.

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.
- Where items are stored by agreement with LMVHMC, they must be clearly labelled with the Hirer's name and emergency contact details

13. 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/white Tack, 3M Command Hooks, or Duck/Nano-tape) may be used.
- No decorations may be placed near light fittings or heaters.

14. Animals

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

15. 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

16. 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.

17. Cancellation

Cancellation by Hirers

- For one-off hires, cancellations within one month of the hire date may result in forfeiture of the deposit or incur a £10 administration fee at the Committee's discretion.
- For regular hires, cancellations within one month of the hire date may result in the session hire fee remaining payable or incur a £10 administration fee, at the Committee's discretion.
- Cancellations should be made in writing by email wherever possible.

Cancellation by the Committee.

- The Committee reserves the right to cancel any booking or individual session if the Hall is required as a Polling Station, emergency repairs are required, the Hall becomes unsafe or unusable, unlawful activity is expected, a local emergency (e.g. flood, fire, major incident) requires the premises to be used for alternative purposes, or the Terms and Conditions are breached.
- Where the Committee cancels a booking because the Hall is unavailable or unsafe, hire fees already paid for that booking will normally be refunded. Refunds exclude consequential losses.

18. Privacy

- Hirer details and booking information are held and processed in accordance with the Hall's Privacy Policy.
- Personal data may be shared where necessary for Hall administration, booking management, legal or regulatory compliance, insurance, safeguarding, safety, or the proper operation of the charity, as explained in the Privacy Policy.

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.

APPROVED BY: LYTCHETT MATRAVERS VILLAGE HALL MANAGEMENT COMMITTEE

LAST UPDATED: FEBRUARY 2026

Village Hall Committee