

WITHINGTON VILLAGE HALL  
Coppice Close  
Withies Road  
Withington  
HEREFORD  
HR1 3PP

Conditions of Hire

The “Hirer” is the person signing the Booking Form.  
The minimum age of the Hirer must be 18 years of age.

The “Committee” is the Management Committee of the Village Hall, whose representative on all matters relating to hiring is the Booking Secretary.  
(If the Hirer is in any doubt as to the meaning of any of these conditions, they should consult the Booking Secretary immediately).

1. Once provisional bookings have been accepted by the Trustees, they will only become confirmed upon receipt of the full hiring fee.

Payment can be made by bank transfer to Withington Village Hall, sort code 30-94-14 account no: 00486567. Cheques should be made payable to Withington Village Hall. Charges are reviewed annually and may be increased at any time without notice.

2. The Hirer will, during the period of the hiring, be responsible for supervision and care of the premises, which includes the fabric and contents and the behaviour of all persons using the premises. This also includes the proper supervision of car parking arrangements, so as to avoid obstructing the highway.

The Hirer shall indemnify the Committee for the cost of repair of any damage, however slight, done to any part of the property.

**PLEASE TAKE HOME ANY ACCUMULATED RUBBISH AND LEAVE THE HALL IN A TIDY STATE, THIS INCLUDES THE TOILETS AND BABY-CHANGING AREA - BLACK BIN BAGS ARE PROVIDED**

3. The seating capacity of the Main Hall is 200.  
The seating capacity of the Hewison Lounge is 30.  
The seating capacity of the Upstairs room is 50.  
These capacities must not be exceeded.

The kitchen is fully equipped with cooker, fridge, microwave, commercial dishwasher and hot water urn, crockery, cutlery and cooking utensils.

4. The Hirer shall not allow the use of the premises for any purpose other than that described on the Booking Form, and shall not sub-hire, use or allow to be used the premises for any unlawful purpose or in any unlawful way. Nothing shall be done, nor brought onto the premises, that may endanger the same, or any insurance policies in respect thereof.

5. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority the Local Authority the Magistrates Court or otherwise particularly in connection with any event which includes dancing, music or other similar public entertainment. Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries.
6. The Committee reserves the right to refuse any request for a booking and the right, having given notice, to cancel any booking.
7. The Committee reserves the right to cancel a hiring in the event that the Hall is required for use as a Polling Station for a Parliamentary or Local Government election or by-election. The Hirer shall then be entitled to a refund.
8. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions must be properly replaced. If not the Committee shall be at liberty to make an additional charge.
9. In the event of the Hall, or any part thereof, being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
10. Cars may not be parked so as to cause an obstruction at the entrance/exit from the Hall or adjoining properties (Emergency Vehicles). Where parking accommodation is provided this must be used. The grassed areas in front of the road hedge may also be used for additional parking.

#### Miscellaneous Conditions

11. Nothing may be stuck or fixed to any internal wall. Notices must be placed on the notice board.

Heating controls in the boiler room must not be altered. The room thermostats may be adjusted BUT then reset when the booking ends.

The Hirer shall ensure that any noise, including music, shall be kept to a level that will not disturb neighbours of the Hall.

The Hall must be vacated by midnight on Saturdays, by 23:00 on weekdays and Sundays, unless prior agreement of the Committee has been received.

Chairs must be carried, and not dragged, across the floor of the Hall.

Gangways and Fire Exits must not be obstructed in any way.  
Smoking or vaping is NOT permitted anywhere in the Hall.

A key can be collected from, and then returned to, staff at Withington Village Stores, or from the Booking Secretary, by prior arrangement. Please check the opening times at the shop and return the key promptly.