

STANDARD CONDITIONS OF HIRE FOR KENNINGTON VILLAGE HALL

(If the Hirer is in any doubt as to the meaning of the following, please contact the Hall Manager for clarification).

1. **THE HIRER** will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. **THE HIRER** shall ensure that noise from the hall is not likely to disturb neighbours and that people using the hall or leaving it do not cause annoyance to neighbours.
3. **THE HIRER** shall not sublet or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
4. **THE HIRER** shall ensure compliance with all relevant legislation, orders and regulations and in particular those relating to music, singing and dancing, and the supply and sale of liquor. All liquor licences must be displayed at all times during the event. Failure to do so will result in the event being cancelled. Kennington Village Hall Management Committee (KVHMC) will need to have sight of any licences before the event.
5. **THE HIRER** shall not use the facility for any purpose other than the purpose stated in the use on the booking form and approved in advance by KVHMC.
6. **THE HIRER** shall indemnify the KVHMC for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
7. **IF THE HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.

CANCELLATION CHARGES

Where notice of cancellation is 1 calendar month or less	50% of charge
Where notice of cancellation is between 1 and 3 months	10% of charge
Where notice of cancellation is more than 3 calendar months	No charge made

8. **THE HIRER** shall be responsible for leaving the hall, surrounds and play area in a clean and tidy condition, with any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge. On arrival prior to your event, you should check that the hall is in a fit state for hire; if you have any concerns, please ring the Hall Manager **immediately** (07843 743718), leaving an answer-phone message if necessary.
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.

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10. **THE HIRER** must provide their own public liability insurance as recommended by the hirer's insurance company, to cover the event activities of their members/supporters/spectators and members of the public, and their property, who may be affected by the activity. **The KVHMC needs sight of such current insurance certificate.**
11. **THE HIRER** will be responsible for carrying out the necessary risk assessments to include maintaining emergency access, providing first aid and evacuation procedures for the event. **The KVHMC needs sight of such risk assessment.**
12. **THE HIRER** must report all accidents involving injury to the Hall Manager as soon as possible and complete the relevant section in the Accident Book (which is located next to the First Aid Box in the kitchen). Any damage to Kennington Village Hall Management Committee property or failure of equipment belonging to the hall must be reported to the Hall Manager as soon as possible.
13. **THE COMMITTEE** reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or for any other reason that the Committee deem necessary, in which case the Hirer shall be entitled to a refund of any deposit already paid.
14. A refundable **SECURITY DEPOSIT** of £100 may be required for private parties and other events taking place before 6pm.
15. **LATE AND/OR LARGE EVENTS:** Any events taking place after 6pm or events with more than 100 people attending are subject to a refundable security deposit of £300 as well as a mandatory cleaning fee of £50.
16. For cases where a **SECURITY DEPOSIT** has been paid by the Hirer to the Committee, the Committee will, within 28 days of the termination of the period of hire, repay such deposit to the Hirer less the cost of rectifying any damage caused to the premises and/or contents thereof during the period of the hiring as a result of the hiring.
17. **HELIUM BALLOONS**
If any helium balloons are released into the roof of the hall or foyer and do not descend during the event, there will be a charge of £100 to retrieve them.

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Kennington Village Hall – Noise Management Notice for Hirers

Kennington Village Hall is a licensed premises and, as such, has a legal duty of care to manage noise levels responsibly. Situated within a residential area, we kindly request your full cooperation in adhering to the following conditions in order to prevent any disturbance to our neighbours:

Noise Control Requirements:

- **Music Volume and Bass Levels:**
All music must be kept within acceptable decibel limits. Bass levels must be maintained at a low level. *Dhol drums are strictly prohibited*. The hirer is responsible for ensuring that noise from the event is not clearly audible or recognisable beyond the boundaries of neighbouring properties.
- **End Time for Music:**
All music must stop at the time stated on your booking and no later than **11pm (10.30pm on Sundays)**, without exception.
- **Use of Amplified Equipment:**
All amplified music equipment must be connected only to the sockets controlled by the **Noise Limiter** installed in the hall. No equipment is to be plugged into any other sockets within the building.
- **Noise Limiter Notice:**
The Kennington Village Hall Management Committee accepts no responsibility for any damage to equipment that may result from automatic power cuts triggered by exceeding regulated noise levels via the Noise Limiter.
- **Guest Conduct:**
Guests must remain within the hall premises. No drinks are to be taken outside.
Smoking is not permitted inside the premises; however, a designated smoking area is provided at the front of the building, down the steps. Smokers are asked to keep noise to a minimum out of respect for nearby residents.
- **Departure Conduct:**
Please ensure that guests leave the premises quietly and do not congregate outside the hall. Noise should be kept to a minimum at all times during departure.
- **Deposit Conditions:**
Any breach of the above conditions may result in the partial or full withholding of your deposit.

For further guidance on managing noise and complying with local regulations, we encourage you to review the advice provided by the Vale of White Horse District Council at:

http://www.whitehorsedc.gov.uk/Environmental_health/Noise/default.asp

If you require any assistance in planning your event to meet these requirements, please do not hesitate to contact us.

Terms & Conditions updated on 5 September 2025