

Hintlesham and Chattisham Community Hall – Booking and Hire Policy (Terms and Conditions of Hire)

1. Purpose

This policy sets out the terms and conditions for hiring Hintlesham and Chattisham Community Hall.

It aims to ensure fair, safe, and consistent use of the Hall for all hirers, volunteers, and visitors.

2. Bookings

- All bookings must be made through the Hall Booking Manager using the official booking form.
- Bookings are accepted on a first-come, first-served basis and confirmed only when the deposit (if required) has been received.
- The person making the booking (the “Hirer”) must be aged 21 or over and is responsible for the behaviour of all attendees and supervision of the premises and its contents to protect from damage. This includes proper supervision of the car park to avoid any obstruction or mis-use of disabled bays.
- The Hall Management Committee reserves the right to refuse or cancel a booking at its discretion.

3. Hire Fees and Deposits

- Hire charges will be set and reviewed annually by the Hall Executive Committee.
- A deposit is required at the time of booking to secure the date and cover potential damage or additional cleaning costs.
- The deposit will be refunded after the event, provided the Hall is left clean, undamaged, and on time.
- Full payment must be made by the date agreed on the booking form prior to the hire date.

4. Cancellations

- Cancellations must be made in writing to the Booking Secretary.
- Deposits may be retained if cancellation occurs less than 14 days before the booking date, unless the Hall can be re-let.
- The Hall Committee reserves the right to cancel bookings in exceptional circumstances (e.g. emergency repairs, adverse weather, or public safety reasons). Any fees paid will be refunded in full in such cases.

5. Use of the Hall/additional space

- The Hirer may only use the hired space(s) for the purpose agreed on the booking form.
- The Hirer must not sublet or transfer the booking to another person or group.
- All activities must comply with the law and be conducted in a safe, responsible manner and hire times must be adhered to.

- The Hirer is responsible for setting up and clearing away furniture, equipment, and rubbish.
- The hired area must be left clean, tidy, and ready for the next user.

6. Health, Safety and Safeguarding

- The Hirer must familiarise themselves with the fire exits and procedures and ensure all attendees are aware of them.
- Smoking and vaping are not permitted anywhere inside the building.
- Any accident or incident must be recorded in the Hall's accident book and reported to the Booking Secretary.
- If activities involve children or vulnerable adults, the Hirer must have appropriate safeguarding policies and supervision in place.

7. Insurance and Liability

- The building is covered by public liability insurance for its own negligence.
- Hirers are responsible for their own activities and are advised to arrange suitable insurance cover, particularly for public events or commercial use.
- The Hall Committee accepts no liability for loss or damage to personal property brought onto the premises.
- Cars are parked at the owner's risk and items taken on to the premises are also done so at owner's risk.

8. Equipment and Property

- Hirers may use the Hall's tables, chairs, and kitchen equipment as agreed.
- Any electrical equipment brought in by the Hirer must be safe and in good working order.
- Damage or faults must be reported immediately to the Booking Secretary.
- The Hirer will be charged for any damage or loss caused by misuse or negligence.
- Regular hirers wishing to store equipment within the building, may do so only with the written agreement of the Executive committee. Such equipment is stored at the risk of the hirer and the committee accept no responsibility for any damage or theft of such. Insurance of such equipment will be the responsibility of the hirer.

9. Alcohol, Music, and Licences

- Alcohol may only be sold from the permanent onsite bar. If you prefer to provide your own table wine, then a corkage charge of £50 will need to be made. Should you wish to provide all additional drinks, a corkage charge of £100 will need to be paid.
- The bar has a Members' Club registration and as such is open to members during normal opening hours (usually 7pm – 11pm)
- If music or entertainment is provided, the Hirer must comply with all relevant licensing requirements and noise limits.
- Events must end by the agreed finish time, and noise should be kept to a minimum when leaving the premises.

10. Data Protection

Personal details provided for booking purposes will be handled in accordance with the Hall's GDPR (Data Protection) Policy.

11. Review

This policy and the hire terms will be reviewed annually by the Executive Committee.

Adopted by: Hintlesham and Chattisham Community Executive Committee

Date: 22nd January 2026

Review Date: January 2027

Booking Secretary Contact: Richard De Banks - 07497292699