

KEMBLE
VILLAGE HALL
EST. 1899

Terms & Conditions of Hire
Kemble Village Hall

Updated on 24 August 2026

These Standard Terms & Conditions apply to all bookings at Kemble Village Hall. They form part of the Hiring Agreement between Kemble Village Hall Trust ("the Trust") and the Hirer.

By accepting a booking, the Hirer confirms that they have read, understood and agree to comply with these Terms & Conditions.

1. Definitions

Hirer means the individual named on the Hiring Agreement or, where the booking is made on behalf of an organisation or business, that organisation or business.

Premises means the areas of Kemble Village Hall and its grounds included in the booking.

Booking means the agreement between the Hirer and the Trust for use of the Premises.

Hire Period means the date and times stated in the Hiring Agreement.

Event or Activity means the event, function or activity described in the Hiring Agreement.

2. The booking

The Hiring Agreement and these Standard Terms & Conditions together form the agreement between the Hirer and the Trust.

The Premises may only be used for the purpose stated in the Hiring Agreement and during the agreed Hire Period.

The Hirer must not sub-let, transfer or share the booking with another person or organisation without the prior agreement of the Trust.

The booking does not create a tenancy or any other right of occupation of the Premises.

3. Age of the Hirer

The Hirer must be aged 18 or over.

The Hirer must be present and responsible for the Premises throughout the Hire Period when members of the public or other participants are present.

4. Hirer's Responsibilities

The Hirer is responsible for:

- The reasonable supervision of everyone attending the booking.
- The care and appropriate use of the Premises, furniture, fixtures, fittings and equipment.
- The behaviour of everyone attending the booking.
- Ensuring that the Premises are used safely and responsibly.
- Ensuring that all relevant conditions of this Agreement are followed.

The Hirer is responsible for any damage or loss caused during their booking, other than normal wear and tear.

The Hirer must take reasonable steps to prevent activities or behaviour that could cause damage, injury, nuisance or unreasonable disturbance.

5. Use of the Premises

The Premises must only be used for the purpose stated in the Hiring Agreement.

The Hirer must not:

- Use the Premises for any unlawful, dangerous or unsuitable purpose.
- Carry out activities that have not been agreed with the Trust where prior approval is required.
- Do anything that could invalidate the Trust's insurance or licences.
- Bring onto the Premises anything that could endanger people or cause damage to the building.
- Sub-let or allow another person or organisation to use the Premises without permission.

The Hirer must comply with all reasonable instructions given by the Trust or its representatives.

6. Capacity and Public Safety

The Hirer must not exceed the maximum permitted capacity of the Premises.

Fire exits, escape routes and access to fire-fighting equipment must be kept clear at all times.

Furniture, equipment or other items must not be positioned in a way that obstructs exits or creates a safety hazard.

The Hirer must ensure that their activities do not create an unreasonable risk to anyone attending the booking.

7. Fire Safety and Emergencies

The Hirer must familiarise themselves with the hall's fire safety and evacuation procedures before their booking begins.

The Hirer must ensure that:

- Fire exits and escape routes remain clear.
- Fire doors are not wedged or propped open.
- Fire-fighting equipment is not obstructed or tampered with.
- Emergency exits remain accessible at all times.
- Any instructions displayed in the hall relating to fire safety are followed.

If a fire or other emergency occurs, the Hirer must ensure that the building is evacuated safely and that the appropriate emergency services are contacted.

The Hirer must report any fire, fire alarm activation or other serious emergency to the Trust as soon as possible.

8. Insurance and Liability

The Trust maintains insurance relating to the Premises and its own liabilities.

The Hirer remains responsible for arranging any insurance required for their own activities, equipment, employees, volunteers, participants or guests.

Commercial Hirers and organisers of activities considered higher risk may be required to provide evidence of suitable public liability insurance before their booking is accepted.

The Hirer must notify the Trust of any activity that may require additional insurance.

The Hirer is responsible for the cost of repairing damage to the Premises, fixtures, fittings or contents caused during their booking, including accidental or malicious damage, except where the Trust is responsible for the damage.

The Hirer is responsible for any claims, losses or costs arising from their activities where these result from the Hirer's negligence, breach of these Terms & Conditions or unlawful activity.

Nothing in these Terms & Conditions excludes or limits liability where it would be unlawful to do so.

9. Licences and Permissions

The Hirer is responsible for obtaining any licences, permissions or consents required for their event or activity. Depending on the nature of the booking, this may include permissions relating to the following:

- Alcohol
- Entertainment
- Music
- Film screenings
- Food
- Gaming, betting or lotteries
- Children's activities
- Specialist equipment or activities
- Other regulated activities

The Hirer must provide evidence of any required licence, permission or insurance if requested by the Trust.

Where a Temporary Event Notice or other licence is required, the Hirer is responsible for making the appropriate application and complying with its conditions.

10. Alcohol

Alcohol may only be sold or supplied where the appropriate licensing requirements have been met.

The Hirer is responsible for ensuring that any required licence or Temporary Event Notice is in place.

The Hirer must comply with all applicable licensing conditions and must provide evidence of the relevant permission to the Trust if requested.

11. Gaming, Betting and Lotteries

The Hirer must comply with all applicable laws relating to gaming, betting and lotteries.

No gambling, betting or lottery may take place at the Premises unless any required licence, registration or permission has been obtained.

12. Music, Entertainment and Films

The Hirer must comply with any conditions relating to music and entertainment at the Premises.

The Hirer is responsible for obtaining any additional licences or permissions required for music, entertainment or film screenings where these are not already covered by the Trust's arrangements.

Where films are shown, the Hirer must ensure that the screening is legally permitted and that appropriate age classifications are observed.

13. Children and Safeguarding

Where activities involve children or vulnerable adults, the Hirer is responsible for ensuring that appropriate safeguarding arrangements are in place.

The Hirer must ensure that anyone working with children or vulnerable adults has the appropriate checks, training and safeguarding arrangements required for their particular role and activity.

Where appropriate, the Trust may request evidence of safeguarding arrangements or relevant DBS checks.

The Hirer remains responsible for complying with all applicable safeguarding and child protection requirements.

14. Food and Hygiene

Where food is prepared, served or sold at the Premises, the Hirer must comply with all applicable food safety and hygiene requirements. Food must be stored, prepared and served safely.

Where the Hirer is operating a food business, they are responsible for ensuring that any required registration, notification or other legal requirement has been completed.

The kitchen and food preparation areas must be left clean and hygienic at the end of the booking.

15. Electrical Equipment

Any electrical equipment brought onto the Premises by the Hirer must be safe, in good working order and suitable for the intended use.

Equipment must be used in accordance with the manufacturer's instructions and must not create a risk to people or property.

The Hirer must not overload electrical sockets or use damaged cables, plugs or appliances.

Where a residual current device (RCD) is provided, the Hirer should use it as directed.

16. Heating and Appliances

Only heating equipment and appliances provided or approved by the Trust may be used.

Portable LPG heaters and other unauthorised heating appliances are not permitted.

The Hirer must use heating and other appliances safely and in accordance with any instructions provided by the Trust.

The Hirer must not alter, interfere with or attempt to repair heating systems or other building equipment.

17. Stored Equipment and Personal Property

Equipment or personal property must not be left or stored at the Premises unless this has been agreed in advance with the Trust.

The Trust accepts no responsibility for loss of or damage to equipment, belongings or other property brought onto or left at the Premises by the Hirer or their guests.

All personal property and equipment must be removed at the end of the Hire Period unless a separate storage arrangement has been agreed.

The Trust reserves the right to charge reasonable costs for the removal, storage or disposal of property left at the Premises without permission.

18. Alcohol, Drugs and Inappropriate Behaviour

Illegal drugs must not be brought onto or used on the premises.

The Hirer must not permit violent, threatening, abusive, disorderly or otherwise inappropriate behaviour.

The Hirer must take reasonable steps to prevent excessive alcohol consumption and must ensure that anyone behaving in an unsafe or disorderly manner leaves the premises.

19. Smoking and Vaping

Smoking and vaping are not permitted inside the building.

Anyone wishing to smoke or vape must do so outside and must dispose of cigarette ends, matches and other waste safely.

The Hirer must ensure that smoking or vaping does not create a fire hazard or cause unreasonable nuisance to neighbours.

20. Noise and Consideration of Neighbours

The Hirer must keep noise to a reasonable level and be considerate of local residents.

Particular care must be taken when arriving at and leaving the hall, especially early in the morning or late at night.

Where sound amplification equipment is used, the Hirer must comply with any noise restrictions or equipment provided by the Trust.

Events must finish by the agreed time stated in the Hiring Agreement and any applicable licence or permission.

21. Advertising and Fly Posting

The Hirer must not display posters, signs or advertisements in the hall, surrounding property or elsewhere without appropriate permission.

Fly posting and unauthorised advertising are not permitted.

The Hirer is responsible for removing any approved advertising relating to their event after the booking.

22. Sale of Goods and Services

Where goods or services are sold at the Premises, the Hirer is responsible for complying with all applicable consumer protection, trading standards
and other legal requirements.

Prices and any other information required by law must be clearly displayed.

The Hirer is responsible for ensuring that any products or services offered for sale are lawful and suitable for sale.

23. Decorations and Alterations

No alterations, fixtures, fittings, signs or decorations may be attached to the building without prior permission from the Trust.

The Hirer must not use nails, drawing pins, staples, adhesive tape or any other method that could damage walls, ceilings, doors, furniture or other surfaces.

Any approved decorations must be removed at the end of the Hire Period.

Decorations must not be placed near heaters, light fittings, fire equipment or other potential sources of heat.

The Hirer is responsible for repairing any damage caused by decorations or temporary fixtures.

24. Animals

Animals are not permitted inside the hall, except assistance dogs and other animals specifically approved by the Trust in advance.

Animals must not enter the kitchen under any circumstances.

The Hirer is responsible for ensuring that any approved animals are appropriately supervised and do not cause a safety, hygiene or nuisance issue.

25. Accidents, Incidents and Equipment Failure

All accidents, injuries, dangerous occurrences, damage or equipment failures must be reported to the Trust as soon as possible.

The Hirer must complete the hall's accident or incident report where requested.

Any serious incident requiring emergency assistance should be reported to the appropriate emergency service immediately.

The Hirer must not use equipment belonging to the Trust if they believe it is unsafe or defective and must report the problem to the Trust.

26. Flammable, Explosive and Hazardous Materials

Highly flammable, explosive or hazardous substances must not be brought onto or used on the Premises without the prior written permission of the Trust.

Combustible or flammable decorations and materials must not be used where they could create a fire risk.

Decorations and other materials must be kept away from heaters, lighting, fire equipment and other potential sources of heat.

27. Cleaning and Leaving the Hall

The Hirer must leave the hall, kitchen, toilets and any other hired areas clean, tidy and ready for the next user.

At the end of the Hire Period, the Hirer must:

- Return furniture and equipment to its original position.
- Remove all rubbish and personal belongings.
- Leave the kitchen and other areas clean.
- Clean up any spills or breakages.
- Turn off appliances and equipment where appropriate.
- Follow the hall's instructions for heating and lighting.
- Close windows and doors.
- Ensure the Premises are secure when leaving.

The Trust reserves the right to charge for additional cleaning, removal of property, damage or other reasonable costs resulting from the Hirer's failure to leave the Premises in the required condition.

28. Sale, Storage or Disposal of Property

The Hirer must remove all property brought onto the Premises at the end of the Hire Period unless prior storage arrangements have been agreed.

Where property is left without permission, the Trust may require the Hirer to collect it within a reasonable period.

If the property is not collected, the Trust may arrange for its removal or disposal and may charge the Hirer for reasonable costs incurred.

29. Furniture and Equipment

Tables, chairs and other equipment must be used carefully and returned to their designated locations at the end of the booking.

The Hirer must not remove furniture or equipment from the Premises without permission.

The Hirer is responsible for any loss or damage to furniture or equipment caused during their booking.

The use of specialist equipment, including inflatables, must be agreed with the Trust in advance and may be subject to additional safety or insurance requirements.

30. Cancellation by the Hirer

The Trust's standard cancellation arrangements are

More than 4 weeks before the booking - The hire fee will be refunded in full.

Between 2 and 4 weeks before the booking - 50% of the hire fee will be refunded.

Less than 2 weeks before the booking - The hire fee will normally be retained.

Any deposit or additional payment will be treated in accordance with the cancellation arrangements confirmed at the time of booking.

31. Cancellation by the Trust

The Trust reserves the right to cancel a booking where:

- The Premises become unavailable or unsuitable for the intended use.
- The Premises are required for use as a polling station.
- The proposed activity would breach a licence, legal requirement or insurance condition.
- The Trust reasonably believes that unlawful, unsafe or unsuitable activities may take place.
- An emergency requires the Premises to be used for another purpose.

Where the Trust cancels a booking, any hire fees already paid will be refunded.

The Trust will not normally be responsible for any additional costs, losses or expenses incurred by the Hirer as a result of a cancellation.

32. Damage and Additional Charges

The Hirer is responsible for the cost of repairing damage caused to the Premises, fixtures, fittings, or equipment during their booking, except for normal wear and tear.

The Trust may charge for:

- Damage to the Premises or its contents.
- Additional cleaning required after the booking.
- Loss or damage to hall equipment.
- Unauthorised storage or removal of property.
- Other reasonable costs resulting from a breach of these Terms & Conditions.

Where possible, the Trust will notify the Hirer of any additional charges and provide details of the reason for the charge.

33. Compliance with the Law

The Hirer must comply with all relevant laws, regulations, licence conditions and requirements relating to their booking.

The Hirer must not use the Premises for any unlawful purpose or in a way that could invalidate the Trust's insurance or licences.

The Hirer is responsible for ensuring that their activities comply with any specific legal requirements that apply to them.

34. Right to Refuse or End a Booking

The Trust reserves the right to refuse a booking or require an event or activity to end where there is:

- A serious breach of these Terms & Conditions.
- A serious risk to health or safety.
- Unlawful activity.
- Serious nuisance or disorder.
- A risk of significant damage to the Premises.
- Any other circumstance where continuing the booking would be unreasonable or unsafe.

Where reasonably possible, the Hirer will be given an opportunity to remedy a breach before a booking is ended.

No refund will normally be given where a booking is ended because of a serious breach by the Hirer.

35. Data Protection

Personal information provided as part of the booking process will be used to administer the booking and communicate with the Hirer.

Personal information will be handled in accordance with the Kemble Village Hall Trust Privacy Notice and applicable data protection legislation.

36. Acceptance of these Terms & Conditions

By signing or accepting the Hiring Agreement, the Hirer confirms that they:

- Have read and understood these Terms & Conditions.
- Agree to comply with them.
- Accept responsibility for the Premises and everyone attending their booking.
- Understand that failure to comply may result in additional charges, cancellation of the booking or the booking being ended.