



Grendon Village Hall, Northamptonshire

Registered Charity Number 202917. Registered in England.

Terms and Conditions of Hire

Version: December 15th 2025

These standard conditions of hire apply to any person hiring Grendon Village Hall (GVH). By proceeding with your booking, you are deemed to have accepted and understood all the following terms and conditions. Hereinafter Grendon Village Hall shall be referred to as 'GVH' and the Hirer named on the Booking Form as 'the Hirer'

1. Booking.

All applications for the hire of the building must be requested through the [Online Booking System](#). The person named on the Booking Form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 21 years of age.

2. The Hirer

You, the hirer, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all the Standard Conditions of Hire under this agreement relating to management, supervision, maintenance, tidying and cleaning are met. Hirers are advised to carry out their own risk assessment for the activities they intend to undertake on FVMH premises.

The maximum capacity of the hall is 80 people.

3. Supervision

During the period of the hiring, you are responsible for:

- Supervision of the premises, the fabric and the contents
- Care of the premises, safety from damage however slight or change of any sort
- The behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.

As directed by The Trustees of the GVH (The Trustees), the Hirer must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for any loss of contents.

Bookings for 16th and 18th birthday parties may only be made by the residents of Grendon. Parties with a high proportion of guests under 21 (e.g. 16th and 18th birthday parties), must have a minimum of 2 responsible adults (aged over 21) present at all times who must remain sober and have a supervisory capacity. An adult to 'aged 21 or under' ratio of 1:30 must be maintained at all times.

For younger children/teenagers, a higher adult to child ratio is highly recommended in accordance with the Hall's Safeguarding Policy.

Hirers are responsible for health and safety issues and providing information about safety procedures, fire exits etc.

4. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement. The Hirer will not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies covering the premises. The consumption of alcohol on the premises is not allowed without The Trustees' permission.

The GVH premises must be vacated of all guests by midnight at the latest. It shall not be occupied overnight, except with the prior agreement of the Hall Booking Secretary.

You must provide a contact number at the time of booking so that you can be contacted during the period of your hire.

5. Insurance and Indemnity

GVH holds Public and Product liability insurance. Also, there is limited cover for individuals and or groups hiring the hall for a private function and non-commercial hirers who have no cover of their own. Examples of uninsured items include bouncy castles, BBQ's, contact sport etc. NO OTHER insurance cover is in place. Hirers with specific questions should contact the Chairman of the committee for further information. Events – it is the responsibility of the hirer to make sure that they have adequate insurance cover.

Breakages and Damage. The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.

The Hirer is strongly advised to take out suitable insurance to cover themselves for making good any damage or meeting a claim from an injured person at an event for which the organisers could be held responsible.

The GVH is insured against any claims arising out of its own negligence

6. Gaming, Betting and Lotteries

The Hirer must ensure that nothing is done on or in relation to the premises in contravention of the laws relating to gaming, betting and lotteries.

7. Hall Floor

The hall floor is susceptible to damage. Users are required to ensure:

- Only the provided chairs should be used and should not be dragged across the floor
- Only the folding tables provided should be used, which are stored in the rear of the Hall
- The floor should not be mopped with anything other than a damp mop – it must not be soaked. Spot cleaning is best

8. Film

The Hall does not have a licence to show films. If you wish to show a film, you must ensure you have the appropriate licences for film. You must restrict children from viewing age-restricted films according to the recommendation of the British Board of Film Classification.

9. Safeguarding Children and Young People and Adults at Risk

The Hirer must ensure any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

When requested you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur.

Relevant concerns must be reported as soon as possible. Hirers are required to comply with the Grendon Village Hall Safeguarding Policy. Hirers should not have unsupervised access to children or vulnerable adults unless in possession of appropriate Disclosure and Barring Service clearance.

It is recognised that some private events may fall outside of specific legislative requirements, but the Hirer is still expected to ensure safe processes, overseen by appropriate responsible adults are in place. It is important to ensure that for all events, whether private or commercial, the level and type of supervision is appropriate to the age group and abilities of the children/vulnerable adults.

The GVH Safeguarding Policy is available on the GVH Website, the [Online Booking System](#) or from the Booking Secretary on request.

10. Hire Charges

The hire charges are available from the Booking Secretary and determined by GVH. The hire charges should be paid at least 14 days before the engagement.

Right of refusal.

GVH may refuse any application for the hire of the Building without stating a reason. Village organisations shall have priority over other bookings, but no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the Booking Secretary shall refer the case to the Village Hall Committee whose decision shall be final.

11. Public Safety Compliance

You, the Hirer must comply with all conditions and regulations made in respect of the premises by the Local Authority, the licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Brigade to any outbreak of fire, however slight and give details to the Hall Bookings Secretary. The Fire Officer recommends no more than 80 persons use the Main Hall at any one time. The premises has 1 double door exit, and three single door exits.

The escape exits are signed with maintained illuminated exit signs. External routes from and around the building are provided with emergency lighting.

The main Hall entrance has bolts securing the left hand (from inside) door which are locked in place when the hall is empty, for security purposes, but should be unlocked when the hall is in use for functions involving large numbers of people to allow both doors to be pushed open in an emergency.

Immediately before any activity related to your hire of the GVH you must check the following things:

- that all fire exits are unlocked
- that all fire exits are free of obstruction and can be safely used for public exit
- that exit signs are illuminated where possible
- that there are no fire hazards on the premises

Hirers are responsible for making sure the public attending their event are aware of the procedures to be followed in an emergency with the recommended assembly point being the lawn to the right of the Hall.

- No smoking or vaping is allowed within the building.
- No flammable substances or any naked flames should be used on the premises.

There are two water extinguishers in the main hall, and a fire blanket and CO2 extinguisher in the kitchen.

A first aid box is located in the kitchen

12. Occupation and Use

The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time.

The hire period is the time that the hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up.

The building shall only be used for lawful activities. GVH does not represent that the building is suitable for any particular purpose, and the Hirer must satisfy themselves in this respect. The Hirer shall not sublet the Building or any part thereof.

13. Culpability

Except for wilful negligence on the part of GVH, GVH shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Building to be temporarily closed or the hiring to be interrupted or cancelled.

The Hirer shall indemnify GVH against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

14. Entry

The right of entry to the building is reserved to GVH and any other agent of GVH and any police officer at any time during the hiring.

15. Conduct and Good Order

The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

16. Noise

Hirers must ensure the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment ensure that external doors and windows remain closed to limit disturbance to the Hall's neighbours. There should be no audible noise beyond the car park after 11pm.

17. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

Hirers must ensure that to avoid disturbing neighbours to the hall and to avoid violent or criminal behaviour, care is taken to avoid excessive consumption of alcohol, and no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. Alcohol is not to be served to any person under the age of 18 or any person suspected of being drunk. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises.

All serving of alcohol must cease at 11.00pm, drinking up by midnight, with the premises vacated of all guests by midnight at the latest.

18. Electrical appliance safety

Hirers must ensure that any electrical appliance brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulation 1989 including checking to ensure that the hall's residual circuit breaker is appropriate for the appliance. Where possible portable electrical appliances should be PAT tested to confirm they are safe to use.

Power connections from the hall to outside the building e.g. for catering equipment, and additional electrically powered catering equipment to be installed temporarily inside the hall for events are not allowed unless agreed in advance with The Trustees.

Hirers shall not:

- Bring any additional heating onto the premises without prior written consent of The Trustees
- Use any form of Liquefied Propane Gas Appliance in the building whatsoever.

19. Smoking

Smoking is NOT permitted in any part of the building at any time.

Hirers must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision will be asked to leave the premises.

In addition to being a no-smoking facility, the use of electronic cigarettes is also prohibited. Anyone wishing to smoke must do so outside and all cigarette ends, matches etc should be disposed of responsibly.

20. Accidents and Dangerous Occurrences

Hirers must report to The Booking Secretary as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public whilst in the Hall to The Booking Secretary as soon as possible and complete the relevant section in the accident book located in the kitchen.

21. Explosives and Flammable Substances

Hirers must ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without the consent of The Trustees.
- No decorations are put up near light fittings or heaters.

22. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of The Trustees. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

The Hall heating is programmed to come on automatically before a booking. The hirer must not tamper with the units.

23. Cessation of Activity

GVH or Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

24. Condition on Vacation

On vacation of the building, the Hirer shall leave the building in a clean and orderly state. All rubbish and any other waste matter must be cleared from the building and suitably disposed of in the receptacles provided. In the case of large events all rubbish must be taken away by the hirer. The hall and cloakrooms must be left in as clean a condition as found. All tables and chairs must be stacked and left as found and additional tables and chairs used must be put back in the storeroom.

If the building is not left in as clean a condition as found, the hirer will be charged additional cleaning fees at the rate of £20 per hour spent cleaning.

The hirer is responsible for locking the premises securely on leaving. Failure to replace the key in the “key safe”, loss of key or leaving the doors unlocked will result in the Hirer being responsible for replacement ‘as new’ of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.

No additions to the building. No fixtures/fittings of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto.

Property of the Hirer and the Hirer’s agent must be removed from the Building within 15 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed at the discretion of GVH Committee. GVH accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.

25. Signage

The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the Building if in the opinion of GVH or Committee Member it shall be unseemly or expose the Building to an undue risk of fire or in the opinion of GVH or its agent is likely to lead to disturbance or a breach of the peace.

26. Fire Exits

No exits may be blocked; chairs or other obstructions must not be placed in front of heaters or fire appliances removed or tampered with.

27. Lighting

No additional lights or extension from the existing electric light fittings shall be used without the previous consent of GVH.

28. Capacities

The maximum number of persons allowed in the building at any one time is 80, this includes standing/dancing or seated at tables.

29. Alcohol

Alcoholic drinks may be served free but NO sale of alcoholic drinks may be undertaken unless the permission is sought from GVH and an occasional Licence for the Building shall be in force, paid for

by the hiree. No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of GVH.

30. Parking

The Hall has a small car park. Cars are parked at the vehicle owners' risk. Spaces are not guaranteed.

Hirers should ensure that any attendees parking on Main Road allow sufficient room for buses and emergency vehicles to pass.

31. Privacy Policy

GVH Committee states in its Privacy Policy how the information The Hirer provides to GVH as part of the hiring process is used and stored by GVH. In completing the Booking Form The Hirer is deemed to accept the GVH Privacy Policy. The GVH Privacy Policy is available on the GVH Website, the [Online Booking System](#) or from the Booking Secretary on request.