HERRIARD VILLAGE HUB

(from 27th August 2025)

MAIN HALL (including use of serving hatch and kitchen facilities)	
STANDARD RATE	£20 P/HR
CONCESSIONS Residents and Businesses of Herriard Village Parish, NHS	£15 P/HR
REGULAR BOOKING 4 or more per Calendar Month	£15 P/HR
DAY RATE: STANDARD RATE 8am to midnight	£200
DAY RATE: CONCESSIONS RATE 8am to midnight	£150

CLUB ROOM (including use of kitchen facilities)	
STANDARD RATE	£15 P/HR
CONCESSIONS Residents and Businesses of Herriard Village Parish, NHS	£10 P/HR
REGULAR BOOKING 4 or more per Calendar Month	£10 P/HR
DAY RATE: STANDARD RATE 8am to midnight	£150
DAY RATE: CONCESSIONS RATE 8am to midnight	£100

MAIN HALL & CLUB ROOM (including use of serving hatch and kitchen facilities)	
STANDARD RATE	£35 P/HR
CONCESSIONS Residents and Businesses of Herriard Village Parish, NHS	£25 P/HR
REGULAR BOOKING 4 or more per Calendar Month	£25 P/HR
DAY RATE: STANDARD RATE 8am to midnight	£350
DAY RATE: CONCESSIONS RATE 8am to midnight	£250

BAR (to have the bar open for drinks)	
STANDARD RATE	£15 P/HR
Corkage applies if bringing own beverages	£5 per bottle of wine, £10 per bottle of sparkling, wine, prosecco or champagne £15 per bottle of spirits

BOOKING FEES

The Herriard Village Hub is a community venue run by a small team of volunteers. Booking enquiries will be answered by one of the team within 7 days.

Bookings are available at a Concession rate for residents and businesses of the Herriard Village Parish and the NHS, as well as at a Standard rate for anyone outside the local community to help finance the running costs of the property. The venue may be hired by persons 18 years of age or older.

To secure a reservation, please look at our calendar for available dates and times https://herriardvillagehub.co.uk/whats-on/ prior to filling in the Online Booking Form https://herriardvillagehub.co.uk/bookings-prices/

PLEASE ENSURE YOU HAVE REQUESTED EVERYTHING THAT YOU REQUIRE FOR YOUR EVENT AND HAVE READ THE HUB HIRE POLICY SHOULD YOU NEED TO ACCESS ANYTHING NOT PRE-BOOKED OR SHOULD YOU BE AT FAULT WITH SETTING OFF THE ALRAM OR HUB HIRE TEAM IS CALLED TO YOUR EVENT, A CHARGE MAY BE INCURRED.

Booking Confirmation & Deposit Payment:
We ask for £100 deposit booking. To secure a reservation, the Booking Form must be completed and deposit received within 2 standard weeks of the Herriard Hub's management team confirming your booking request, and a minimum of 48 hours prior to your event if it is a last minute booking.

The deposit should be paid to:
Herriard VillageHub
30-99-50
24268463

The deposit will be returned to the hirer upon satisfactory inspection of the Hub after their event. Any loss or damage of property or cleaning charges will result in the hirer losing some or all of your security deposit.

Full Payment:
The total balance for your event will be due in accordance with the invoice payment terms. If you are making a regular booking, you are welcome to discuss payment options with us.

For Private Events, please provide the following:
Complete Online Booking Form
Copy of Public Liability Insurance for third party contractors (e.g. disco)
Copy of Food Hygiene Certificate for professional caterers

For Public Events, please provide the following:
Complete Online Booking Form
Provide Site Plan
Risk Assessment
Programme of Activity
Copy of your Public Liability Insurance for your event
Copy of Public Liability Insurance for your third party contractors
Copy of Food Hygiene Certificate for professional caterers

HIRE AGREEMENT

This Agreement is made on the date hereof between Herriard Village Hub which is a registered charity **"THE COMMITTEE"** and the Hirer whereby in consideration of the **HIRER** paying the Hiring Fee specified and acting in accordance with the terms and conditions of hire.

Herriard Village Hub agrees to permit the Hirer to use the Hub on the Date(s) and Times and for the Purpose(s) specified subject to the terms of the Hire Agreement.

Set Up & Packing Away
Set up and pack away time will be within your booking time. If the **HIRER** has any possessions or arranged the hall prior to their booking, meaning no one else would be able to book the hall for this period, the **COMMITTEE** will charge the **HIRER** for the additional hours.
HIRERS should book and pay for the full time needed.

HIRERS RESPONSIBILITIES

For the purposes of these conditions, the term **HIRER** shall mean an individual hirer or, where the Hirer is an organisation or group, the authorised representative. The **HIRER** will be over 18 years of age.

Supervision

· The **HIRER** is the Event Manager and 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, and the behaviour of all persons using the premises whatever their capacity: including proper supervision of car parking and young people under 18 years.

Use of Premises

· The **HIRER** shall not use the premises for any purpose other than that advised at the time of booking.

· Standard operating hours are 8.00 to 23.30, although all music must cease at 23.00hrs.

· The capacity must not be exceeded; seated 90 persons in the Main Hall and 35 in the Club Room, or 150 standing throughout

· The **HIRER** shall not sub-hire 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 render invalid any insurance policies.

· The **HIRER** will be responsible for obtaining any licences that are needed and for the observance of the same.

· The premises will not be used for any form of adult entertainment.

· No smoking is allowed anywhere in Herriard Village Hall.

· Doors and windows will be managed during events to ensure that noise does not escape from the building.

· The **HIRER** is requested to ensure that users leave quietly and have consideration for residents.

Indemnity

· The **HIRER** shall reimburse **THE COMMITTEE** for the cost of any repair or damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring because of the hiring.

Insurance

· The **HIRER** shall be responsible for making arrangements to insure against any third-party claims which may lie against them (or the organisation if acting as a representative) whilst using the Premises. (**THE COMMITTEE** is insured against any claims arising out of its own negligence).

Children Act – Safeguarding Children

· The **HIRER** shall ensure that any activities for children comply with relevant legislations and that only fit and proper persons have access to the children.

· Except for private parties, where events are organised for children, The **HIRER** will have a valid certificate from the Disclosure and Barring Service and The **HIRER** takes full responsibility for any other person's they engage to look after children.

· There shall be a minimum of three competent persons over 18 years of age to supervise all children's events. Children are not allowed in the Hall unaccompanied.

· Where the event is predominantly for children under the age of 16 years there shall be additional adult supervision. The NSPCC recommends:

o Aged 0 - 2 years: 1 adult to 3 children
o Aged 2 - 3 years:1 adult to 4 children
o Aged 4 - 8 years:1 adult to 6 children
o Aged 9 - 12 years:1 adult to 8 children
o Aged 13 - 18 years:1 adult to 10 children.

Health and Hygiene

· The **HIRER** shall, if preparing, serving or selling food, ensure all relevant food health and hygiene legislation and regulations are adhered to.

· The **HIRER** shall familiarise themselves with the location of the First Aid Kit.

Fire Safety

· Under the Fire Safety Order 2006 hirers of premises such as Village Halls etc. bear the responsibility for fire safety for the duration of their hire.

· As the **HIRER** of Herriard Village Hall and organiser of your event this responsibility will fall to you.

· The building has previously been risk assessed under the Fire Safety Order so in essence the extent of your responsibilities can be summarised as follows.

<u>The hirer must: -</u>

o Be familiar with the layout of the building and escape routes as indicated by the green 'running man' signs and ensure that these routes are kept free from obstruction.

o Be familiar with the contents of the Fire Action Notices located at various points
throughout the building, which inform you what to do in the event of a fire.

o Ensure that any electrical equipment used relating to your hiring e.g. sound systems has been suitably tested by a competent person and is safe.

o Not use unauthorised heating appliances or highly flammable substances.

o Ensure that the Fire brigade is called to all fires no matter how small and that the Booking Secretary is informed.

Animals

The Herriard Village Hub is dog-friendly. The **HIRER** shall ensure that no animals (including birds) except guide dogs are brought into the Hall.

Ending your booking - Locking up.

At the end of your booking the Hub in its entirety must be cleaned back to the condition that you found it in including the garden and parking areas, the **HIRER** is responsible for closing and locking all windows, all doors and making sure all tables and chairs have been returned to the store room. The hall must be left by the **HIRER** in a state ready for the next booking. All possessions of the **HIRER** must be removed so as to not affect the next booking.

Cancellations

When the **HIRER** cancels 48hrs before the booking the **COMMITTEE** will not refund the **HIRER.**

When the **HIRER** cancels a booking, **THE COMMITTEE** will make a refund within 14 days.

In the event **THE COMMITTEE** must cancel a HIRERS booking due the Committee, a FULL refund will be made to the HIRER within 7 days.

In the event **THE COMMITTEE** choose to terminate the **HIRERS** booking due to a breach of the **BOOKING AGREEMENT** by the **HIRER**, any refund is at the discretion of **The Herriard Village Hub Committee**.