Hilton Village Hall - Hiring Agreement

Effective from: 22 February 2026

Hilton Village Hall is a registered charity and is managed by a volunteer Management Committee. All bookings must be made via our online **Hallmaster** booking system.

This Hiring Agreement relates to the hire of Hilton Village Hall and is agreed as follows.

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1. Definitions and Interpretation

Throughout this Agreement:

- **"The Village Hall"** referred to in clause 2.2 is referred to as **"we"** or **"us"**; **"our"** is to be construed accordingly. This includes the Hilton Village Hall Management Committee, its members, employees, volunteers, agents and invitees.
- **"The Hirer"** referred to in clause 2.3 is referred to as **"you"**; **"your"** is to be construed accordingly. This includes members of your management committee (where applicable), employees, volunteers, agents and invitees.
- Where this Agreement requires you to seek our consent, notify us, or provide information, this must be done via the **Bookings Officer**, or if unavailable, the **Chair of the Hilton Village Hall Management Committee**.

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2. Conditions of Hire

In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.2 for the purpose described in clause 2.8, for the period(s) described in clause 2.1.

The information provided in clauses 2.1 to 2.8, together with the annexed **Standard Conditions of Hire** and any **Special Conditions of Hire** set out in the attached Schedule, form part of this Agreement.

2.1 Dates and Times of Hire

When completing your Hallmaster booking form, you must specify:

- The date(s) of hire
- Arrival and departure times
- Any facilities required (e.g. use of the kitchen)

A **30-minute set-up and put-away period** is permitted either side of your booked time.

Accurate information is essential, as this is used to determine heating schedules and billing.

2.2 The Premises

Hilton Village Hall
Managed by: Hilton Village Hall Management Committee

Contact details:
Email: info@hiltonvillagehall.com
Telephone: 07552 678415

2.3 The Hirer

You must provide your name, organisation (if applicable), address, telephone number and email address when making your booking via Hallmaster. This enables us to contact you regarding your reservation if required.

2.4 Hire Fees

All hirers must pay the applicable hire fees. Your obligation to pay forms part of this legally binding Agreement.

Current hire fees (effective from 01/01/2026):
Ad-hoc / General Hire

- £15.00 per hour before 7:00pm
- £20.00 per hour after 7:00pm

Regular / Contract Hire

- £10.00 per hour before 7:00pm
- £14.00 per hour after 7:00pm

2.5 Deposits

A deposit is not normally required. However, we reserve the right to amend this policy if necessary.

2.6 Payment

Once your booking has been accepted, you will receive an invoice specifying the amount due.

- Payment must be made **at least 48 hours before your event**.
- Access instructions will not be issued until payment is received.

Payment by **BACS** is preferred. Bank details are included on your invoice.

If BACS payment is not possible, cheques may be accepted (made payable to “Hilton Village Hall”) if delivered to: **The Treasurer, c/o 13 Rutland Green, Hilton, PE28 9NT**

Please allow sufficient time for cheque clearance.

2.7 Regular Hirers

Organisations or community groups making repeat bookings must still make all bookings via the Hallmaster system.

2.8 Purpose of Hire

You must clearly state the purpose of your booking when completing the Hallmaster form.
Please refer to **Standard Condition of Hire 3**.

2.9 Food and Use of the Kitchen

The Village Hall kitchen has **limited catering capacity**. Cooking equipment is not provided, and the kitchen is primarily suitable for reheating only.

If you intend to use the kitchen for anything beyond tea, coffee, or light refreshments, you must notify us during the booking process by selecting the relevant option in Hallmaster.

If food is prepared or supplied during your event, you are responsible for complying with all relevant food safety legislation. Where food is sold, you must be registered as a Food Business with Environmental Health.

Hirers who regularly provide catering should ensure that anyone preparing or serving food holds at least a **Basic Food Hygiene Certificate**. Further details are contained in the Standard Conditions of Hire.

2.10 Alcohol and Entertainment Licensing

We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.

(i) You are responsible for ensuring that screenings of film abide by age classification ratings.

(ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a **Temporary Event Notice (TEN)** to the licensing authority.

(iii) You agree to obtain our consent to give notice of your intention to sell alcohol at the event and to give notice of a TEN to the licensing authority (note that a TEN is required for the sale of alcohol on the premise, not for consumption).

If you fail to comply with (i), (ii) or (iii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

2.11 No Smoking

Hilton Village Hall is a **strictly non-smoking** building.

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3. Maximum Capacity

For safety and fire regulation compliance, you must not exceed a **maximum capacity of 120 people** at any time.

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4. Music Copyright Licensing

Under the Copyright, Designs and Patents Act 1988, licences may be required when music is played or performed in public.

There are two licensing bodies:

- **PPL PRS Ltd –** licensing sound recordings, performers and recording companies
- **PRS for Music –** licensing musical compositions for songwriters and publishers

The Village Hall holds a **PPL PRS Ltd licence for background music only**. This licence **does not cover**:

- Commercial hirers
- Live music, DJs, karaoke
- Music quizzes or film screenings

Commercial hirers must hold their own appropriate PPL and PRS licences and may be required to provide evidence to the Management Committee. All hirers are responsible for ensuring they hold any licences or permissions required for their activities.

No copyright licence is required where music is used solely:

- At private, domestic or family events (e.g. weddings, birthday parties), provided:
    - Attendance is by personal invitation only
    - The event is not open to the general public
    - No admission charge is made
    - There is no financial gain to the organiser
- For sacred worship
- For wedding, civil partnership or religious ceremonies
- For medical music therapy

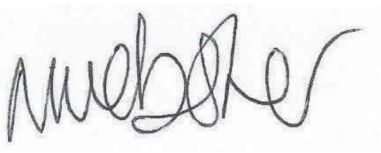
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5. General Terms

- You (or your authorised representative) must be present throughout the hire period and comply fully with this Agreement.
- The Standard Conditions of Hire and any additional conditions we impose form part of this Agreement unless otherwise agreed in writing.
- Nothing in this Agreement confers rights under the Contracts (Rights of Third Parties) Act 1999 on any person not party to it.
- We reserve the right to refuse a booking if the Management Committee considers it not to be in the best interests of the Village Hall. Reasons may include the nature of the event or issues with previous bookings. We are not obliged to provide a reason for refusal.
- A booking is **not confirmed** until you receive a confirmation email from the Management Committee.

- By submitting a Hallmaster booking and ticking the agreement box, you confirm acceptance of this Hiring Agreement, the Standard Conditions, and all associated policies. This constitutes your signature.
- Where applicable, you confirm that you are authorised to accept these terms on behalf of your organisation.

This Hiring Agreement was approved by the Hilton Village Hall Management Committee on 22nd February 2026.



Signed: Nicola Webster

Chair, Hilton Village Hall Management Committee

This Agreement and associated conditions will be reviewed regularly and at least annually.

Hilton Village Hall - Standard Terms and Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

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1. Age

You, not being a person under 18-years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

NB: We can't enter into a legal agreement with an individual below the age of 18-years. If this applies to you, a parent/guardian over 18-years of age must enter into this agreement on your behalf and thereby accept the associated responsibilities.

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2. Supervision and Damage

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; 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.

As directed by us, you must pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. These costs will be invoiced by the Management Committee to the Hirer.

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3. Use of Premises

You must not use the premises for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises.

The Village Hall is a community facility and the Management Committee must ensure that users of the hall do not do or allow anything to take place which might bring the premises nor the committee into disrepute, damage our reputation or annoy or offend local people. So, for example, a photography class or exhibition of photographs or material which might offend public sensibilities will not be allowed and if such activity is not disclosed to the Management Committee the hiring will be cancelled.

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4. Insurance and Indemnity

i. You are liable for:

a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents;

b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service (if any);

c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service (if any); and

d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any).

Subject to sub-clause (ii), you must indemnify us against such liabilities.

ii. We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:

a) any insurance excess incurred; and

b) the difference between the amount of the liability and the monies we receive under the insurance policy.

iii. Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to the Bookings Officer. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

Please note that the Hirers' Liability Insurance referred to in clause (ii) does not provide cover for hirers using the premises for political, commercial, or business purposes. This insurance should also not be relied upon as a substitute for regular hirers obtaining their own Public Liability Insurance, as many regular hirers will have specific insurance requirements that are unlikely to be fully covered under this policy.

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5. Gaming, Betting and Lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. As hirer, you must ensure that the requirements of the relevant legislation are strictly observed.

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6. Music Copyright Licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL), or, where appropriate, you must hold such license(s).

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7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

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8. Film

- You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.
- You must ensure that you have the appropriate copyright licences for film.
- You must have our written permission for showing of film under the Deregulation Act 2015. This Agreement confers that permission.

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9. Safeguarding Children, Young People and Vulnerable Adults

You must ensure that 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 & 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. You must provide us with a copy of your Safeguarding Policy on booking and, where relevant, 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.

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10. Public Safety Compliance

You 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.

Under the Fire Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2022, the Hirer(s) will be identified as a Responsible Person to the extent that they have control during the period of hire.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Bookings Officer.

(i) You acknowledge that you have received instruction in the following matters via our Fire Safety Information for Hirers:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked;
- That all escape routes are free of obstruction and can be safely used for instant free public exit;
- That any internal fire doors are not wedged open;
- That exit signs are illuminated;
- That there are no fire-hazards on the premises; and
- That the emergency lighting supply illuminating all exit signs and routes is turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

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11. Noise

You must ensure that 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, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

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12. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

You must ensure that, in order to avoid disturbing neighbours of the Village Hall, and avoid violent or criminal behaviour:

- No one attending the event consumes excessive amounts of alcohol;
- No illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being excessively drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

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13. Food, Health and Hygiene

- You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. **I**n particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

- If you are making, preparing or serving food, it is the responsibility of each separate hirer using our facilities to register as a food business with Huntingdonshire District Council Environmental Health.
- Our premises are fitted with a refrigerator with thermometer. Our kitchen also provides an oven, hob, dishwasher, water boiler and a kettle. It is the responsibility of the hirer to ensure that these appliances are in good working order prior to your use eg check the fridge temperature prior to use.
- Please ensure you wipe all surfaces, appliances & equipment prior to use.
- If you have used any of our kitchen equipment or appliances (eg oven/hob/fridges), you must ensure that it is wiped out and cleaned prior to your departure. Please ensure the fridges remain switched on at the wall, but all other appliances are switched off (unless the dishwasher is still running through its cycle). It is especially important to ensure the water heater is switched off.
- The Management Committee will not grant permission for any perishable items such as milk or meat, to be stored at the Village Hall. Hirers must bring all perishable items to the site at the start of your hire period and remove all items at the end of your hire period. Any perishable items found to be left in the fridge etc will be immediately disposed of. As hirer, you are responsible for ensuring the proper handling and treatment of food during transit.
- You will find small quantities of kitchen essentials (such as cleaner, washing up liquid, dishwasher tablets etc) in the kitchen. Please ensure all items are returned to where you found them when you depart so that they remain out of the reach of children.
- You will find larger quantities of cleaning materials such as floor cleaner, bleach, mops, brooms etc in our cleaning store. Please ensure that no general access is permitted to this store and that the door is bolted when not in use.
- No BBQ equipment must be utilised at the site without our express written permission and no permission will be granted for the storage of flammable BBQ fuels at our premises.

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14. Electrical Appliance Safety

You must ensure that any electrical appliances 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 Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

The Management Committee is responsible for the regular testing of portable electrical appliances belonging to the Village Hall.

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15. Stored Equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property

(other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

i. your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended;

ii. your failure to dispose of any property brought on to the premises for the purposes of the hiring.

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16. No Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

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17. Accidents and Dangerous Occurrences

You must report to us 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 to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. The Bookings Officer will provide assistance in completing this form and can provide details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

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18. Explosive and Flammable Substances

You must ensure that:

i. Highly flammable substances are not brought into or used in any part of the premises. This includes such materials as BBQ fuels.

ii. No internal decorations of a combustible nature (eg polystyrene or cotton wool) are erected without our consent.

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19. Heating, Lighting, Ventilation and Electrical Equipment

Heating

- You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

Lighting

- You must ensure that all necessary lights are switched off prior to your departure.

Electrical Appliances

- Please ensure that the fridge remains on at the wall. All other appliances should be switched off, unless you have had to leave the dishwasher cycle running.
- Please ensure that the water heater (this is very important to prevent it boiling dry) and both kettles are switched off at the wall.
- Please ensure that all kitchen appliances (including cooker and fridge) have been cleaned prior to your departure if they have been used.

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20. Animals

You must ensure that Guide dogs, Hearing dogs and Assistance dog owners are allowed on the premises, but no other animals are allowed as standard. You must not arrange for an animal related event, eg a mobile farm, to attend your event without the express written permission of the Management Committee.

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21. Fly Posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep us indemnified accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

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22. Sale of Goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

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23. WiFi and TV Services

When using the guest WiFi service (password found in the hall) you agree at all times to be bound by the following provisions:

i. Not to use the WiFi service for any of the following purposes:

   a) Disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

   b) Transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

c) Interfering with any other persons use or enjoyment of the WiFi service; or

d) Making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;

ii. To keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

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24. Termination of the WiFi Service

We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

i. If you use any equipment which is defective or illegal;

ii. If you cause any technical or other problems to our WiFi service;

iii. If, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;

iv. If you resell access to our WiFi service; or

v. If you use our WiFi service in contravention of the terms of these Standard Conditions.

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25. Availability of WiFi Services

i. Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.

ii. It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.

iii. We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

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26. Privacy, Data Protection and Privacy Notice

When you hire the hall, the information you provide (personal information such as name, address, email address, telephone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

i. We may collect and store personal data through your use of our WiFi service.

ii. We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection Act 2018 and UK GDPR, and solely for the purposes of offering the WiFi service.

iii. By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to the Bookings Officer.

When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

a) not to use the WiFi service for any of the following purposes:

   i. disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

   ii. transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

   iii. interfering with any other persons use or enjoyment of the WiFi service; and

   iv. making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;

b) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

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27. Car and Bicycle Parking

The car park next to the Village Hall is owned by the Hilton Parish Council. Please ensure your guests, especially young children, take particular care in the car parking areas.

Please encourage your guests to use sustainable means of travel where possible.

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28. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

i. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;

ii. The premises being required for a booking of a funeral wake where the deceased has been a former resident of Hilton;

iii. Our reasonably considering that:

   a) Such a hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements; or

b) Unlawful or unsuitable activities will take place at the premises as a result of this hiring;

iv. The premises becoming unfit for your intended use; or

v. An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

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29. End of Hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

The hall key must be returned to the appropriate key safe. You are not permitted to remove any keys from site, nor take any copies. The key safe must be locked prior to departure and digits scrambled.

The hall must be left in a clean and tidy state.

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30. No Alterations

You must not make any alterations or additions to the premises, nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

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31. No Rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

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32. Subsequent Bookings

The Management Committee reserves the right not to accept subsequent bookings from any hirer who has been found to breach these conditions or where previous bookings by any individual have given rise to complaints to the Management Committee.