



Newburgh Village
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PUBLIC HALL

Terms and Conditions of Hire

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We ask that you read and understand these Terms and Conditions of Hire before making your booking.

Booking, Fees and Payments

Fees charged will be those in force at the time of the let regardless of when the booking was made. However, at the discretion of the Committee, pre-payment of bookings will secure the rate in force at the time of booking. Fees should be paid online if at all possible. We require payment up front for party bookings.

The Hirer will be charged for the duration of the booking requested and agreed. No refunds will be given unless 48 hours' notice is given to reduce the booked usage time or for cancellation.

At the Booking Secretary's discretion, a deposit may be required for certain events.

Full payment for the Hire must be made within 7 days after invoice or further bookings will not be honoured. Unless advised the Hall will be opened and closed for you.

The hirer must be at least 18 years of age to hire the hall. A responsible adult must make the booking for a juvenile and must be present to supervise the event and take full responsibility for any contravention of these Terms & Conditions.

Facilities

Included in the hire are the hall, tables and chairs, kitchen and equipment. Please Note: water boilers, kettle, teapot, some cutlery, pots, pans and cooking utensils are provided. A stage is available.

First Aid kits are available in the Main Hall on the stage and in a labelled kitchen cupboard. If items are used or taken from the box during the Hall hire please advise a member of the committee. If you have an accident in the hall please fill out an accident record found in the first aid box and pass to a committee member.

Hirer's Responsibilities

The Hirer is responsible for any damage or loss to the Hall and its contents during the hire period, and for the Hall being left in a clean condition. Tables and chairs, having been wiped over, must be returned to the storage facilities.

Any spills on the floor must be wiped up and the floor swept. The cooker and fridge, if used, must be cleaned and emptied. Toilets and washbasins must be left clean and tidy as found. Any equipment used must be returned to its proper storage space after use. Mops and brooms are provided in the chair store to the left of the stage.

All rubbish and waste must be removed by the Hirer.

Please do not use pins or adhesive tape on the walls or paintwork. Blu-tac may be used on the gloss paint only. All decorations must be removed before leaving the hall. Do not cover



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electric heaters in case of fire.

Any intended activity or event which involves animals must be agreed with the committee in advance.

The Hirer is responsible for using the stepladder/ladders, which are stored under the stage, safely when necessary. Instructions for safe use are kept beside the ladders.

Legal

The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Hall can escape unimpeded through the Fire Exits and to assemble outside the building or other nominated assembly area. Improper operation of the Fire Alarm or extinguishers will result in a charge being made. Fire Doors MUST remain unobstructed during a let.

Fireworks. Bringing Fireworks into, or the ignition of Fireworks in the Hall or grounds, is expressly forbidden.

Consumption of Alcohol. Although the Hall is licensed for entertainment, it is the responsibility of the Hirer to have the necessary license for the sale of alcohol in the Newburgh Village Hall. A copy of the license must be given to the Booking Secretary before the keys are handed over. Strictly no license, no let. It is the Hirers responsibility to ensure that the Licensing Conditions as required by Law are met.

Whilst there is an oven in the hall kitchen, the hall cannot be hired for the preparation of food, any food must be prepared off-site and brought to the hall.

Smoking is prohibited in the Hall. All smokers are requested to use the ash bins provided on the Main Street. Please do not throw them on the ground.

No parking is allowed in the lane at the side of the hall.

Any electrical equipment brought onto the Hall premises by the Hirer, or on behalf of the Hirer (i.e. Music players, Disco equipment, etc.) must be PAT Certified and insured, and liability accepted by the Hirer.

It is the hirers responsibility to ensure they have appropriate insurances in place for their activity/event for example bouncy castles, sports activity etc.

Privacy Policy

In this privacy notice, "we", "us", "our" or "Charity" mean Newburgh Village Public Hall Trustees.

Newburgh Village Public Hall values your privacy, and therefore does not disclose information to third parties without your express permission. We will only use the information that we collect about you lawfully in accordance with the provisions of the General Data Protection Regulation 2018. For the purpose of the General Data Protection Regulation 2018, the data controller is Newburgh Village Public Hall Trustees.

Scope of Privacy Notice

This notice applies to anyone who interacts with us in any way (for example by telephone,



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SMS, social media, post, email, through our website or face to face).

How we collect your personal information

We will collect personal information from you and from third parties (anyone acting on your behalf). We will collect personal information from you through your contact with us, including by telephone, SMS, email, post, through our website, by filling in application and other forms, by entering competitions, through social media or face to face.

We will also collect information from other people and organisations including fraud detection and credit reference agencies.

We will also collect information from sources available to the public such as the electoral role and social media.

What we use your personal information for

We process your personal information for the purposes set out in this privacy notice and also if there are legal reasons that require us or allow us to process your personal information.

By law, we must have a lawful reason for processing your personal information.

We process personal information about you if this is:

- Enables us to provide the services for which you have contracted,
- It is in our or a third party's legitimate interests (see below)
- It is required or allowed by law

Legitimate interests

Legitimate interest is one of the legal reasons why we may process your personal information. These legitimate interests include:

- Managing all aspects of our relationship with you,
- Marketing purposes,
- To help us develop services,
- To exercise our rights, to defend ourselves from claims and to keep to laws and regulations that apply to us and any third parties that we work with,

Marketing preferences

We can use your personal information to send you marketing material and information if we have your permission or a legitimate interest described above.

We may use your personal information to send you marketing, delivered by hand, by post, by phone, by SMS, by email and through social media. If you do not wish to receive such material by any of the forms listed you may contact us at any time to update your preferences.

Sharing your information

We sometimes need to share your personal information for the purposes set out in this privacy notice.

We may share your personal information with:



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- Suppliers who provide products and services on our behalf
- People or organisations we have to, or are allowed to, share information with by law
- The police and other law enforcement agencies to help them perform their duties, or with others if we have to do this by law or under a court order

Transferring information outside the EEA

We may use global information systems. This may result in the transfer of your information to countries outside the European Economic Area for the purposes set out in this privacy policy. Not all countries outside the EEA have data protection laws that are similar to those in the EEA and if so the European Commission may not consider that those countries provide an adequate level of data protection.

We take steps when using global information services that they are GDPR compliant and that we obtain evidence of their compliance.

How long do we keep your personal information

We retain your personal information in accordance with the following criteria:

- How long you have been a hirer and when you stop being a hirer
- How long it is reasonable for records to show that we have met all our obligations to you as well as any legal obligations.
- Any periods for keeping information that are set by law or recommended by regulators, professional bodies or associations
- For as long as any proceedings may dictate.

Your rights

You have the following rights in relation to your information:

Right to be informed – you have the right to be informed on the collection and use of your personal information in accordance with this privacy notice

Right of access – the right to make a request for details of your personal information

Right to rectification – the right to have inaccurate information about you rectified or completed if it is incomplete

Right of erasure ('the right to be forgotten') – the right in certain circumstances to have personal information about you erased

Right to restrict processing – the right in certain circumstances to request the restriction or suppression of your personal data

Right to data portability – the right to obtain and reuse your personal data for your own purposes

Right to object – the right to object to the processing of your personal data in certain circumstances

Whilst the regulation dictates that these rights may be exercised by giving notice either verbally or in writing, in the interests of all parties the Charity's preferred option is that any request in pursuit of these rights is made in writing.

Data Protection Contacts



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If you have any questions, comments, complaints, requests or suggestions about this privacy notice or your personal information held by the charity then please contact the Booking Secretary.

And Finally

Please ensure that all heaters and lights are switched off, and all doors and windows are securely closed when you lock up the Hall.

No parking is allowed in the lane to the left of where the Hall is situated.

Please be as quiet as possible to respect the neighbours when leaving the Hall, especially if it is late at night.

The Management Committee endeavour to provide a Hall that is clean and tidy for **all users** and at as reasonable a cost that we can. In order to do this, the Terms & Conditions set out above must be adhered to by all who use the Hall. Any Hirer who does not abide by them will incur an additional charge to their Hall booking. This could include an extra charge for damages, cleaning or tidying of the Hall and grounds, this charge will be at the discretion of the Hall Committee.

By signing below you are agreeing to the “Terms and Conditions of Hire” stated above, this also acts as your conformation of booking, so please sign and return to the Booking Secretary.

Date of hire: _____

Signature: _____ Date: _____

Print Name: _____

Address: _____

Contact no./email: _____