

Woburn Village Hall – Booking Terms and Conditions

Updates – Version 3.2 June 2026:

- Clarify that all or part of the Cleaning Deposit may be retained if the hall is not left secure, as well as clean and tidy (12.4, 12.5)
- Update Cancellation section so that bookings cancelled 3 or more months beforehand are refunded in full (13.1)

1. Definitions:

“Hall” – the premises situated at Woburn Village Hall, Crawley Road, Woburn, MK17 9QD

“Management Committee” – the officers and members of the Woburn Village Hall Management Committee, operating on behalf of the Trustees of the Woburn Village Hall and Recreation Association, Registered Charity Number 289177

“Bookings Officer” – a member of the Management Committee who processes bookings for hiring the Hall. This includes any substitutes appointed by the Management Committee should the Bookings Officer be unavailable.

“Hirer” – the person completing the booking form, whether hiring as a private individual or on behalf of an organisation or group. The Hirer must be at least 18 years of age when requesting the booking.

“Regular Hirer” – a Hirer who hires the Hall on a regular basis throughout the year. The Management Committee may, at their discretion, waive the Cleaning Deposit for Regular Hirers.

“Cleaning Deposit” – a deposit payable as part of the final invoice. This deposit will be refunded after the booking has completed, subject to the Hall being left in a satisfactory condition including the removal of all rubbish (see End of Hire Procedure).

“Hiring Fee” – the agreed fee for hiring the Hall, either (a) as published on the Hall web site, based on the type, period and time of the hire or (b) as notified by the Management Committee.

“Hire Period” – the agreed date and duration for the hire of the Hall. An additional free Buffer Period of one hour will be provided at the end of the Hire Period to enable the Hall to be left in a safe, clean and tidy condition.

“Key Holder” – either a person designated by the Management Committee that holds the Hall front door key, or a key safe situated near the Hall entrance, for use by the Hirer.

2. Booking Process

2.1 The preferred booking process is to use the online facility on the Hall web site to request a booking. This will require a valid email address for the Hirer.

2.2 Anyone unable to use the online process may contact the Bookings Officer directly instead.

2.3 All bookings are considered provisional until confirmed in writing and the initial invoice has been paid or payment terms have been agreed with a Regular Hirer.

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- 2.4 Should the initial invoice be more than 30 days overdue, the Management Committee shall assume the booking is no longer required and it can be cancelled.

3. Payments

- 3.1 The booking is not confirmed until an initial deposit of 50% of the Hiring Fee has been paid. For clarity, this initial deposit does not include the cost of Bar Staff.
- 3.2 The Cleaning Deposit plus the remainder of the Hiring Fee including the cost of any requested Bar Staff, must be paid two weeks before the event. Keys will not be released until all fees have been paid in full.
- 3.3 Hirers that are not private individuals may be issued with a single invoice covering all fees. Payment of this invoice shall confirm the booking.
- 3.4 Clauses 3.1 and 3.2 do not apply to Regular Hirers. Instead, they will be invoiced on terms as agreed with the Management Committee.
- 3.5 All payments due will be invoiced to the Hirer and are payable strictly within 10 days of the invoice date. The Committee reserves the right to charge statutory interest and the associated compensation fee on overdue payments from businesses.

4. Licensed Activities

- 4.1 The Hall is licensed for the sale and supply of Alcohol – 12.00 to 23.00 (Monday to Saturday) and 12.00 to 22.30 (Sunday)

5. Public Liability

- 5.1 The Hall maintains an insurance policy covering the Hirer's Public Liability for up to £2 (Two) Million, subject to the following exclusions:
- 5.1.1 Liability arising out of the use of the Hall for any business activities by commercial organisations or political groups/meetings.
 - 5.1.2 Liability arising from food or drink supplied by a professional caterer.
 - 5.1.3 Liability arising out of the use of bouncy castles or other inflatables, fly walls, bungee equipment or any other similar activity equipment.
 - 5.1.4 Liability arising from bonfires and fireworks.
 - 5.1.5 Liability arising out of any organised contact sports (including martial arts) activities.
- 5.2 The Hirer must indemnify the Hall against any insurance excess incurred and any difference between the amount of the liability and the monies the Hall receives under the insurance policy.
- 5.3 If the Hirer is not covered by the above insurance, they 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 the Hirer fails to produce such policy and evidence of cover, then the Management Committee shall cancel the booking.

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6. Key Collection and Return

6.1 The key to the Hall front door may be collected from the designated Key Holder, at the date and time as advised by the Management Committee, and must be returned to the Key Holder after completion of the Hire.

6.2 Regular Hirers may be issued with a front door key at the discretion of the Management Committee. This remains the property of the Hall and should be returned when requested.

7. Use of Premises

7.1 The Hirer shall not use the premises for any purpose than that described on the booking form and shall not sub-hire or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring anything onto the premises which might endanger the premises or render invalid any insurance policies in force.

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

7.3 The Hirer shall not attach anything to the walls or ceiling of the Hall.

7.4 The Hirer shall, for the duration of the Hire Period, be present throughout and be responsible for:

7.4.1 Supervision of the premises, the fabric and contents; their care, and safety from damage however slight.

7.4.2 Supervision of any third parties such as caterers, musicians, or entertainers.

7.4.3 Providing all necessary stewards for the purpose of maintaining good behaviour of all persons on the premises, including proper supervision of the car parking arrangements so as to avoid obstruction of the highway.

7.4.4 Ensuring the premises are not left unattended or unsecure at any time during the Hire Period.

7.4.5 Complying with the End of Hire Procedure (Section 12). This includes removing all rubbish from the Hall.

7.5 As directed by the Management Committee, the Hirer will make good or pay for all damage (including accidental) to the premises or to the fixtures, fittings, or contents and for the loss of any contents.

7.6 The Hirer will comply with all the conditions and regulations made in respect of the premises by the Fire Authority. Local Authority, the Licencing Authority 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.

7.7 The Trustees and Management Committee, or persons authorised by them, shall always have the right of free and unimpeded entry to the premises. During a Hire Period, this right shall only be exercised in the event of an emergency or an incident at the Hall requiring Management Committee attention.

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8. Health and Safety

- 8.1 The Hirer is responsible for ensuring that the Hall is used in a safe manner. The number of persons present shall not exceed the limit specified on the booking form.
- 8.2 Safeguarding children, young people, and adults at risk. The Hirer must ensure that any activities for children, young people and adults at risk (other than for private functions) 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, the Hirer must provide the Bookings Officer with a copy of the Hirer's Safeguarding Policy and evidence that they 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.
- 8.3 The Hall is a smoke free premise (including vaping and E cigarettes). The Hirer shall acquaint themselves with the location of the fire exits, fire alarm call points and fire extinguishers, and the action to be taken in case of fire.
- 8.4 No naked flames or gas cylinders are permitted anywhere in the building. The Hirer must ensure there are no obvious fire hazards brought into the Hall during the hire of the Hall.
- 8.5 All doors and fire exit doors must always be checked and unlocked/unbolted prior to the start of any hire and kept clear of obstructions.
- 8.6 Under the Regulatory Reform (Fire Safety) Order 2005 and any subsequent amendments, the Hirer of the Hall is deemed the responsible person for the Hall for the period of their occupancy. The Hirer must ensure that they have adequate measures in place to be able to evacuate everyone should the need arise.
- 8.7 A First Aid Kit and the Accident Book are stored in the kitchen. An additional First Aid Kit is kept behind the bar.
- 8.7.1 Should anything be used from a First Aid Kit, then the Bookings Officer must be notified as soon as is practicable so that replacement items can be obtained.
 - 8.7.2 Should an incident occur that requires an Accident Record to be filled out, once it is completed the page should be torn out of the Accident Book and posted into the hall letterbox (in the porch) for safekeeping by the Management Committee. The Accident Book must then be returned to its storage location. The Bookings Officer must be notified that an Accident Record has been completed.

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9. Fire Procedure

- 9.1 In the event of a fire, however slight, the Hirer must call the Fire Service via 999 and the Hall should be evacuated, as per the Fire Action Notice. Details of the fire shall be given to the Management Committee as soon as it is practicable. The Hall does not have its own landline and there is no public phone nearby. The Hirer should ensure they have a charged mobile phone available for use in an emergency.
- 9.2 Fire extinguishers should only be used when safe to do so and in accordance with the instructions on them. The priority must be to ensure safe evacuation of all persons in the Hall.
- 9.3 The Assembly Point is inside the Children's Play Area adjacent to the Hall.
- 9.4 No-one may return to the Hall until the Fire Service have confirmed it is safe to re-enter.

10. Use of Kitchen

- 10.1 Use of the kitchen is automatically included within the Hiring Fee.
- 10.2 Under no circumstances are Hirers or caterers allowed to use deep fat fryers.
- 10.3 The Hirer (and, if applicable, third-party caterers) shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.
- 10.4 Dairy products, vegetables and meat in the Hall must be kept and stored in compliance with all applicable food temperature legislation.
- 10.5 Children must not enter the kitchen unless under adult supervision. The adult(s) are responsible for ensuring the children's safety whilst in the kitchen.
- 10.6 The kitchen and all work surfaces must be left in a clean and tidy condition after the event has ended. In particular, all refrigerators must be emptied and all rubbish must be removed by the Hirer from the Hall.

11. Sales of Alcohol

- 11.1 The Village Hall has a licenced bar. When a bar has been requested ONLY drinks from the bar can be consumed on the premises (with the exception of wine/ champagne for a toast during weddings).
- 11.2 If a bar has been requested, the Hirer and guests are NOT permitted to bring or consume any of their own alcohol at the event. The licensee has the right to close the bar if this occurs and the Hirer will not be entitled to a refund on the fee for bar staff.
- 11.3 Bar Staff have the right to ask for proof of age ID for persons appearing under the age of 18 and to refuse service to anyone appearing under the age of 18.
- 11.4 The Hirer is responsible for the behaviour of everyone on the premises (including the car park and surrounding areas) and must not encourage drinking games or drunken behaviour.

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- 11.5 If the bar has not been requested a Hirer may supply their own alcohol but it CANNOT be sold to the guests, it must be provided 'free of charge' and will incur a flat rate £200 corkage fee.
- 11.6 The Hirer must observe and perform all statutory provisions, regulations and conditions imposed by the Licencing Authority.
- 11.7 The Hirer shall also indemnify the Management Committee from all penalties which may incur as the consequences of any default.

12. End of Hire Procedure

- 12.1 A (free) Buffer Period of one hour is provided at the end of the Hire Period for clearing up. Any guests not involved in cleaning duties should leave the premises at the end of the Hire Period.
- 12.2 The Hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secure unless directed otherwise.
- 12.3 The Hirer shall ensure that:
 - 12.3.1 Unless otherwise notified, clean, fold and put all tables away in the cupboard on the opposite wall from the kitchen hatch.
 - 12.3.2 All the chairs are stacked against the front windows of the Hall and no more than 5 chairs high. Chairs must not be left in front of radiators or fire exits. When moving chairs, the Hirer should use the chair trolley provided to avoid damaging the Hall floor.
 - 12.3.3 Any contents temporarily removed from their usual positions are properly replaced.
 - 12.3.4 Glasses, cutlery, and crockery are washed, dried, and returned to their places in the storage cupboards. All work surfaces in the kitchen should be wiped clean.
 - 12.3.5 All food items are cleared away from the cooker and fridges. The cooker and fridges must be left clean.
 - 12.3.6 Toilets are left clean (disposable nappies are to be taken away- NOT left in the toilet bins or flushed down the toilets).
 - 12.3.7 All floors are swept and mopped if there has been any liquid spillage.
 - 12.3.8 ALL rubbish is bagged up and taken away from the Hall (the Hall has no facilities for disposing of Hirer's rubbish).
- 12.4 The Hirer shall return the front door key to the Key Holder at the agreed time and place.
- 12.5 If the Hirer fails to leave the Hall in a secure, clean, and tidy condition, or if a complaint about the Hall condition is made by the next hirer, the Management Committee reserve the right to withhold refunding all or part of the Cleaning Deposit.

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- 12.6 The Committee reserves the right to charge Regular Hirers a sum not exceeding the current Cleaning Deposit if the Hall is not left in a secure, clean, and tidy condition after a Hire Period, or if a complaint about the Hall condition is made by the next hirer.

13. Cancellations

- 13.1 Cancellation by Hirer. If the Hirer cancels their booking, then a cancellation fee will apply as follows:
- 13.1.1 A cancellation fee equal to the full fee will apply if the Hirer cancels 14 days or less before the event;
 - 13.1.2 A cancellation fee of 20% will apply if the Hirer cancels more than 14 days or less than 3 months before the event.
 - 13.1.3 A cancellation fee will not be charged if the Hirer cancels at least 3 months before the event.
- 13.2 Cancellation by Management Committee. The Management Committee will not cancel any event without reasonable cause and all fees will be refunded in full.
- 13.3 Cancellation due to Elections. Should the Hall be required to be used as a polling station for a Parliamentary or Local Government election or by-election, then any event on that day will be cancelled and all fees refunded.
- 13.4 No liability will be accepted for any losses directly or indirectly incurred by the Hirer as a result of a cancellation.

14. Variations and Changes to these Terms and Conditions

- 14.1 No variations to these Terms and Conditions shall apply unless mutually agreed in writing by both the Management Committee and the Hirer.
- 14.2 From time to time, when the Management Committee needs to update these Terms and Conditions, the changes shall be notified on the Hall website.