

WOODMANCOTE VILLAGE HALL CIO (WVH)

Terms and Conditions for the Use of the Recreational Field, Changing Rooms and Small Meeting Room

Charity Registration Number: 1212680

Last Updated: 5 July 2025: Review Frequency: Annually

Applies to: All users of the outdoor and associated facilities including sports clubs, community groups, and private event organisers.

1. Facilities Available for Hire

These Terms and Conditions apply to use of the following WVH-managed facilities:

- Recreational field (divided into the "square" and the "outfield")
- Changing rooms with showers and toilets
- Small meeting room
- Patio area (when not reserved by another hirer)

Note: Separate terms and conditions apply to indoor facilities such as the Main Hall, Small Hall, or kitchen. See Section 13.

2. Booking and Payment

- All bookings must be made in advance and are subject to availability.
- Use of indoor spaces other than the changing rooms and small meeting room (e.g., the Small Hall or Kitchen) must be booked separately via the Hallmaster System.
- WVH may require a reasonable credit card pre-authorisation or refundable cash deposit at the time of booking to cover potential damage, breaches of these Terms and Conditions, excess cleaning, or unauthorised use of facilities.
- The deposit (if taken in cash) will be returned within 14 days of the end of the hire period, provided no issues have been identified. WVH reserves the right to deduct the cost of any repairs, cleaning, or unauthorised use from the deposit or to pursue the amount if the deposit does not cover all charges.
- No bookings will be accepted from clients with outstanding invoices.
- Payment terms and interest on late payments follow the Late Payment of Commercial Debts (Interest) Act 1998 (currently 8% plus the Bank of England base rate).

3. Access and Use of Facilities

- Access is limited to the areas booked. Use of additional spaces without permission may result in additional charges or cancellation.
- All fire exits and circulation routes must remain clear at all times.
- Shared areas (e.g., patio) may only be used if not booked by others.
- Doors to unbooked areas must remain closed.

4. Supervision and Conduct

Hirers are responsible for:

- Supervising all event attendees, participants, and spectators.
- Ensuring respectful behaviour by everyone associated with the booking.
- Preventing any form of antisocial behaviour, excessive noise, or foul language, especially near residential boundaries. This includes ensuring that visiting parents and spectators do not engage in shouting or offensive conduct that may disturb neighbouring properties.
- Removing litter and returning the premises in a clean condition.

5. Safeguarding

Where children or vulnerable adults are involved:

- Hirers must comply with UK safeguarding legislation and WVH policies.
- DBS checks must be in place where relevant.
- WVH must be informed in advance to ensure other hall users are aware of the presence of vulnerable individuals.

6. Insurance and Risk Management

Hirers must supply:

- Valid public liability insurance
- Event-specific risk assessments
- Health & Safety documentation where relevant

WVH accepts no responsibility for the hirer's equipment or materials.

7. Equipment and Utilities

- Any electrical or water-connected equipment must comply with UK standards.
- Use of WVH utilities must be pre-agreed.
- WVH may provide temporary power (e.g. for a scoreboard) where arranged.

8. Use of Recreational Field

- The cricket square is strictly reserved for use by Woodmancote Cricket Club (WCC) only.
- Access is prohibited to all other hirers and visitors at all times. Event organisers must take reasonable steps to ensure that visiting parents, children, or fête attendees do not enter or walk across the cricket square.
- The outfield is available for hire, but users must avoid interference with the cricket square.
- WVH is under no obligation to maintain the field for any particular sport and reserves the right to decline certain treatments or field modifications.
- No unauthorised substances may be applied to the field.

9. Events (Fêtes, Parties, Bouncy Castles, etc.)

Organisers must:

- Notify WVH of any large installations (e.g. marquees, inflatables)
- Provide evidence of insurance from third-party suppliers
- Supervise equipment use
- Avoid blocking public rights of way or emergency access
- Post notices regarding photography, in line with WVH's Privacy Policy

10. Cleaning and Waste

Hirers must:

- Clean hired rooms, toilets, and outside areas
- Collect and remove all litter generated by their event or match
- WVH reserves the right to charge for additional cleaning or waste removal with supporting evidence.

11. Termination or Suspension

WVH may:

- Cancel or suspend bookings due to breaches, safety concerns, or documentation failures
- Refuse bookings from clients with a history of non-compliance
- Seek resolution of any disputes in writing and escalate to independent arbitration where Necessary

12. Dispute Resolution and Related Policies

- WVH encourages feedback and formal concerns to be raised via its Complaints Policy.
- All users are expected to abide by the WVH Acceptable Behaviour Policy.
- Both policies are available on request or on the WVH website.

13. Use of Other Indoor Facilities (e.g., Small Hall, Kitchen)

- Use of WVH's other indoor areas (Main Hall, Small Hall, Kitchen, etc.) is governed by separate Terms and Conditions.
- All such spaces must be booked via the Hallmaster booking system.
- Entry to these spaces without a valid booking may result in cancellation of the hire or additional charges.

14. Appendix: Definitions

- Cricket Square: The core playing area, marked with fixed reference points. Reserved for WCC only.
- Outfield: The grassed area surrounding the square, available to hire subject to availability.
- Public Amenity Field: Open space maintained by WVH for multi-use purposes, not guaranteed to meet sporting standards.
- Small Meeting Room: An indoor room for limited use, e.g. for umpires, team briefings, or quiet meetings.
- Hallmaster System: The official booking platform used by WVH for scheduling and facility Management.