



## Conditions of hire

**The following Conditions of hire should be read and the booking form signed before the booking is accepted. For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.**

1. The booking form and deposit should be returned to the Manager within one month of the initial booking request. All bookings must be paid for in full at least 6 weeks in advance of the booking date (or immediately if within 6 weeks).
2. Please notify the Hall Manager as soon as possible of any cancellation. Please be aware of possible cancellation charges.
3. The hirer shall not use the premises for any purpose other than that described on the booking form. The hirer shall not sub-hire the premises or allow the premises to be used for any unlawful purpose.
4. During the period of hire, the hirer will be responsible for supervision of the premises (the fabric, the contents and the grounds) and for the behaviour of all persons allowed onto the premises.
5. **Nothing may be attached to the walls or fabric of the building** without prior consent from the Hall Manager.
6. Bouncy castles and other inflatables are not permitted for use in the Hall, but can be used in the Courtyard area. Soft Play equipment is allowed.
7. The hirer shall familiarise themselves with the "User Notices" board (in the foyer) and its content.
8. It is against the law to smoke in these premises. Smoke machines, candles and vaping are not permitted in the hall as they will trigger the fire alarm.
9. A risk assessment must be undertaken by the hirer. Capacity limits for the Main Hall (240) Club Room (50) and Function Room (48), must not be exceeded.
10. **All rubbish must be removed from the premises.** It is the responsibility of the hirer to leave the Village Hall in a clean and tidy condition. Any litter left by hirers may lead to retention of the deposit.
11. All lights must be turned off at the end of the event. All windows and doors shut and locked. Any furniture used or moved should be returned to its original location.
12. All events must start and finish in accordance with the terms of the booking. Late running bookings will be subject to additional charges (taken from the deposit).
13. Noise should be kept to a minimum when arriving or leaving, especially at night. Please be respectful of our neighbours.
14. Any damage or breakages must be reported to the Hall Manager as soon as possible and may be charged for.
15. The deposit will be returned within ten days of the event providing these conditions have been met.
16. Alcohol can be brought in for certain events with prior consent from the Hall Manager. The sale of alcohol is not permitted by hirers and must only be sold by the hall bar. Hirers must observe their responsibilities under the Licensing Act 2003.
17. In the unlikely event that your booking must be cancelled by us, we will notify you as soon as possible and refund all monies. The Village Hall shall not be liable for any consequential loss to the hirer.
18. **Privacy Policy** – please refer to a separate document.

**Large print and electronic copies of these Conditions of Hire are also available - please contact the Hall Manager. If the hirer is in any doubt as to the meaning of the Conditions of Hire, please refer to the Hall Manager who can be contacted on the details below.**

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