



CONDITIONS OF HIRE [Amended 2003]

1. The “hire of premises” means by those who are occasional users of the Hall.
2. All applications for the hire of the Hall must be in writing on the printed form and forwarded on completion to the Booking Clerk.
3. The person by whom the application form is signed shall be considered the hirer. The hirer will personally be responsible for complying with these conditions.
4. A non-refundable deposit of **£20** must be paid at the time of booking and no engagement will be considered booked until such payment has been made. The balance of the hiring fee plus a refundable bond of £50 is to be paid prior to the date of hire by agreement with the Booking Clerk.
5. If the booking is cancelled within the last 14 days before the date of the hiring booked, the full booking fee becomes due and payable unless the Committee is able to re-hire the Hall for the same rate of hire paid by the hirer.
6. The hirer shall at the expiration of the period of the hiring leave the Hall in a clean and orderly state and to check that any possible cause of fire hazards, cigarettes, etc are removed and the area made safe. All debris resulting from any activity during the hire period – food, litter, etc must be removed at the end of hire period before leaving or at such time as agreed with the Booking Clerk in writing. Failure to do this will cause the whole or part of the Bond referred to above to be forfeit at the discretion of the Committee.
7. Any chairs, tables or other equipment moved by the hirer during the period of hire must be returned to their normal positions at the end of the hire period. A chart is provided on the wall near to the door to assist this.
8. All lights and appliances used during the hire period must be switched off and made safe before the Hall is vacated and at the same time all doors, windows and cupboards must be closed and made secure.
9. If a cleaning service is required (of the cleaner) by the hirer there is a further charge of **£20**.
10. The keys to the Hall will be obtained and returned by arrangement with the Booking Clerk.
11. The hirer shall not sub-let the Hall or any part thereof.
12. The hire of the Hall does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the Hall is hired unless prior arrangements have been made with the Booking Clerk.

13. No excisable liquor shall be sold other than through the Bar facilities of the Village Hall under the directions of the Licensee. The hire of the Bar is **£10**. The Bar is licensed until 11 pm. Any extension of the time (to 11.30) must be requested at the time of booking the bar. There is no guarantee that the licensing authority will grant the extension.
14. All the conditions attached to the music and dancing licence for the Hall shall be duly observed. A copy of such licence may be seen on application and the hirer shall be deemed to have had notice of all such conditions.
15. The seating and dancing capacity of the Hall given below is the maximum allowed by the Local Authority and the hirer undertakes that these limits will not be exceeded:-

Maximum capacity dancing	150
Seated	118
Combined Dancing and Seated	144

16. All scenery and costumes for stage performances or the like must be fireproofed.
17. The hirer shall be responsible for ensuring that copyright regulations are followed. The hirer shall indemnify the Committee of the Hall against any infringement of copyright which may occur during the hiring if it should be that the Committee are held liable for that infringement.
18. The hirer shall be responsible that good order is kept in the Hall during the hiring and the Committee may, if it thinks fit, charge the hirer for any extra expense it may incur for engaging the police to preserve the order prior to, during or any entertainment or meeting in the Hall.
19. The hirer will ensure that the noise resulting from any activities during the hire period is kept to an acceptable (a reasonable) level so that local residents are not subject to unreasonable annoyance or inconvenience. No fireworks allowed.
20. No bolts, nails, tacks, screws, bits, pins, Sellotape or other like objects shall be driven or fixed into any part of the Hall nor shall any placards or any other articles be fixed thereto without the previous written permission of the Committee.
21. No flags, emblems or other decorations shall be displayed outside any part of the Hall without the previous written consent of the Committee.
22. The hirer shall remove any flags, emblem or any decoration displayed inside the Hall if in the opinion of the Committee it shall be unseemly or expose the Hall to any undue risk of fire or in the opinion of the Committee is likely to lead to disturbance or a breach of the peace.
23. The right of entry then treats the Hall as reserved for members of the Committee and any other agent of the Committee and any police officer at any time during the hiring.
24. The Committee reserves the right to put an immediate stop to any entertainment or meeting not properly conducted.

25. No exits may be blocked, chairs or obstructions placed in the exits, corridors or fire appliances removed or tampered with.
26. No additional lights or extension from the existing electric light fittings shall be used without the previous written consent of the Committee.
27. The hirer is responsible for all damage to the Hall and to any property in the Hall occurring during the period of the hiring or while persons are entering or leaving the Hall pursuant to the hire, however and by whom ever caused. Any damage or loss shall be reported to the Committee on the return of keys.
28. The Committee shall not be responsible for any loss of or any damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the Hall and car park during the hiring arising from any cause whatsoever or for any loss due to any break down in machinery, failure of supply of electricity, leakage of water, fire, Government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Committee against any claim for loss, damage or injury made against the Committee which may result from the hiring of the Hall and/or car park.
29. The Committee reserves the right to amend the conditions of hire at any time and will give one month's notice of any change.
30. Hire of the premises means the ground floor with the exception of the bar.
