

Village Hall Hire Conditions

- 1. Smoking** is not permitted in any part of the hall.
- 2. Stiletto Heels.** We prefer that **Stiletto Heels are not worn in the Main Hall** as they damage the floor.
- 3. Supervision.** The **Hirer will**, during the period of the hiring, **be responsible for the Supervision of the Premises (which comprises the Hall, the Car Park and surrounding areas)**, the **care and protection** from damage (however slight) or **change of any sort** to the fabric and contents, **the behaviour of all persons using the Premises**, whatever their capacity, **the provision of stewards where required** and the **proper supervision of car parking arrangements** so as to avoid obstruction of the highway. **The Hall shall not be left unattended at any time.**
- 4. Use of Premises.** The **Hirer** shall not use the Premises for any purpose other than that described in this booking form, shall not sub-let the Premises or part thereof, or use, or allow the Premises to be used, for any unlawful purpose or in any unlawful way. **The Hirer**, shall ensure that no person trespasses on parts of the Premises not hired to them nor do anything nor bring anything onto the Premises which may endanger the same or render invalid any insurance policies in respect thereof. Only electrical equipment or appliances that have been PAT tested during the previous year shall be brought in to the Hall. The Committee accepts no responsibility for any property brought into the hall.
- 5. Walls and Floors.** The **Hirer** shall not affix any posters, signs, or other materials about the Premises without the prior permission of the Booking Secretary. **No adhesive material or tape shall be stuck on walls, floors, tables, stage etc., nor any nails, pins, tacks or similar put into the walls or woodwork. A high level wooden picture rail is available and may be used for wall decorations if needed.**
- 6. Licences.** If alcohol is to be sold, or supplied in such a manner as to be considered in law to be selling, **The Hirer** shall be responsible for obtaining a **Temporary Event Notice** from the Borough of Telford & Wrekin Council, and for the observance of all the conditions stipulated therein. Evidence of such valid Notice shall be provided to the Committee if requested.
- 7. Gaming, Betting and Lotteries.** The **Hirer** shall ensure that nothing is done on or in relation to the Premises in contravention of the laws relating to gaming, betting and lotteries.
- 8. Public Safety Compliance.** The **Hirer** shall comply with all conditions and regulations made in respect of the Premises by the Village Hall, Local Authority, the Magistrates' Court or other legal body. (See Fire and Health & Safety policies held in the hall). **The Hirer** will keep all exits free from obstruction and ensure that fire appliances are not removed or tampered with. Police Officers, members of the Fire Brigade and Ambulance Services on duty, and Village Hall Committee members shall have free access to the Premises at all times.
- 9. Food Preparation.** The **Hirer** shall ensure that the preparation of food on the Premises is carried out safely and hygienically in accordance with Food Safety (General Food Hygiene) Regulations 1995 or any subsequent/relevant legislation. **Pig Roasts, Barbecues or similar shall not be brought on to the Premises.**
- 10. Indemnity.** The **Hirer shall indemnify the Committee** for the cost of repair or reinstatement of any damage done to any part of the Premises or its contents (including the car park), any loss of use or income, any injury to persons which may occur during the period of hire as a result of the hiring. **A deposit of £200 is required for all evening functions where alcohol is to be served**, which will be returned after the event if **all conditions (e.g. see 12 below 'End of Hire')** are observed and **no damage has occurred.**
- 11. Cancellation.** If **full payment and deposits due and the completed Booking Form are not received** before the required dates, the booking will be **considered cancelled** and any **deposit forfeited**. If **The Hirer wishes to cancel** the booking before the date of the event and the committee is unable to conclude a replacement booking, the booking deposit will not be refunded.
- 12. End of Hire.** The **Hirer shall ensure that the Premises are vacated within the time specified** in the booking, otherwise the Committee will make an additional charge **of £100 per additional half hour or part thereof**. The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, any contents temporarily removed from their usual positions are replaced, lights turned off and doors and windows properly closed. In particular, **the kitchen and bar areas shall be left in a clean and tidy condition and all crockery, cutlery and glasses washed and stored. Note! - booking the "Cleaning" or "Clearing & Cleaning" option does not include the Kitchen and Bar area which is always the responsibility of the Hirer.**
- 13. NOISE.** The **Hirer shall ensure that the minimum of noise is made on arrival and departure**, and that the volume of noise during the hire be kept to a reasonable level having regard to the closeness of private dwellings and the hour of the day. **Doors and windows must be kept closed if noise is being made, (a stipulation of our Premises Licence), and the air conditioning used if necessary. You may be asked to leave in the event of a justified complaint and/or any security deposit will be forfeited.**
- 14. Refusal of Booking.** The **Committee** reserves the right to decline or cancel any booking for any reason, and at any time before or during the hire.