

HARTLIP VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

1. Applications to hire Hartlip Village Hall must be made on the Village Hall Booking form which must be sent to the Bookings Clerk. Deposits/advance payment due must be paid (by Bank Transfer or cheque, strictly no cash) before the booking can be confirmed. The balance of the total hire charges must be paid and cleared into HVH bank account no later than 14 working days before the start of the hire period.

2. In the event that the above payments are not made by the times stipulated, any non-refundable deposit will be forfeited, the booking vacated and no access will be allowed to the Hall.

3. At the end of the hire period, the Hirer is responsible for ensuring that the premises are locked and secured and, if the hirer has been provided with a key, it is returned to the Bookings Clerk at the time previously agreed with the Bookings Clerk. The Hall will be inspected by the Bookings Clerk or other Hartlip Village Hall representative.

4. The Hirer is responsible for the cost of any extra cleaning required or damage to the Hall, its contents or its Car Park caused by those attending the event for which the Hall has been booked. Such cost will be deducted from any refundable deposit, advance payment or Damage Deposit and where such cost exceeds any deposits or advance payment, the Hirer will be invoiced for the cost/balance.

5. In the event of cancellation by the Hirer, for whatever reason, up to 48 hours before the start of the hire period, the deposit will be forfeited and any Damages Deposit or advance booking fee returned to the Hirer.

6. In the event of cancellation by the Hirer, for whatever reason, within 48 hours before the start of the hire period the whole of the hire charge for the session will be forfeited. Any Damage Deposit will be returned to the Hirer.

7. During the hire period the Hirer is responsible for all persons present at the function, including:

- Health and safety.
- Any necessary Risk Assessments/ Fire Risk Assessments.
- Supervision in the event of fire or emergency/evacuation plan in case of an emergency.
- Supervision of young people, ensuring sufficient adults over the age of 21 are present.
- Prevention of nuisance and excessive noise.
- Safeguarding of children and vulnerable adults.

8. The Hirer is responsible for communicating Hartlip Village Hall's Fire Procedure (displayed by all the fire exits) to those attending the function/activity and for ensuring compliance with it.

9. Hartlip Village Hall is protected by a fire/smoke alarm system.

- No smoke machines or candles.
- No deep-fat frying or frying of any kind or any use of hot oil.
- Hirers must note that it is an offence to wedge or prop open any fire door in the premises.
- All doors and windows must be closed when vacating the premises at the end of a hire.

10. A Fire Muster Point is situated and signed in the car park. Hirers must ensure that cars are not parked on it.

11. Strictly, all setting up, clearing away and cleaning at the end of events must be done within the period of hire.

12. To comply with Fire Regulations, the following maximum capacities must never be exceeded:

Main Hall:

- Dances, discos and similar – maximum 100 persons
- Seated events, theatre style – maximum 100 persons
- Seated events with tables – maximum 95 persons

Meeting Room:

- Meeting lay-out – maximum 60 persons

School Room:

- Meeting lay-out – maximum 30 persons

13. (a) Strictly no sticky tapes of any kind are to be used on the floor, walls, woodwork or windows as they cause damage to the fabric of the building for which hirers will be held responsible.

(b) Strictly no drawing pins, staples or such like items of any kind are to be used on the floor, walls, woodwork or windows as they cause damage to the fabric of the building for which hirers will be held responsible.

(c) No stiletto heels or heeled shoes to be worn on the Main Hall floor as they cause damage to the fabric of the building for which hirers will be held responsible.

14. Smoking is not permitted within the building. A 'butt box' is located on the NW wall at the front of the hall.

15. Fireworks are strictly prohibited anywhere within the Hall and Car Park.

16. Should a hirer wish to have a bouncy castle in the building, HVHMC will require a copy of the relevant insurance policy no later than 14 working days before the booking.

17. The Car Park is not available for separate hire.

The Car Park is not to be used for any purpose other than the parking of vehicles.

Hirers are reminded that the adjoining allotments are strictly out of bounds.

18. The sale of alcohol is not permitted anywhere within the Hall or Car Park unless the Hirer has obtained a valid alcohol licence from the Local Authority or has engaged a licensed catering company for the function concerned. Under the Licensing Act 2003 alcohol must not be sold to those under 18 years of age.

19. Should a hirer require a licence from the Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL) to permit the playing of recorded music within the Hall, the hirer is responsible for arranging this.

20. All music must cease by 11pm on week days Monday to Thursday inclusive, by 12am (midnight) on Fridays and Saturdays and by 00.30 on New Year's Eve.

21. Public Events

Organisers are responsible for the following:

- (a) The provision of a robust Risk Assessment.
- (b) An emergency evacuation plan is in place.
- (c) Ensuring that appropriate and adequate insurance/s are in place.
- (d) Ensuring that an appropriate PAT certificate is in place if electrical equipment is to be brought on site.
- (e) An alcohol licence is in place if necessary.
- (f) Appropriate music licence/s are in place if necessary.

22. The Hirer is responsible for ensuring the premises are vacated promptly by the end of the hire period, and for ensuring the Hall and its contents are left in a clean and orderly state:

- Tables must be replaced in their storage positions.
- Chairs must be replaced in their storage positions:
 - Meeting Room: red seated chairs in 3 stacks of 11 facing wall by steps
 - black tubular chairs in 3 stacks of 5 facing wall under notice board
 - Back of stage in Main Hall: 67 chairs in equal height piles, facing the wall
 - chair trolley to left of chair stacks
- Floors must be swept and left clean.
- Decorations and rubbish must be removed from the premises by the Hirer.
- Hirers will need to provide bin bags if much rubbish is likely to be generated.
- The car park must also be left tidy and free of litter including cigarette ends.
- The kitchen and toilets must be left in a clean and tidy state.
- Hirers will need to provide tea towels and black sacks if using the kitchen equipment.
- The heating thermostats (one in each room) must be returned to 10 degrees at the end of the hire period.
- All doors and windows closed.

Please leave Hartlip Village Hall quietly and with due consideration for our neighbours.

END

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