

## EASTON VILLAGE HALL TERMS & CONDITIONS OF HIRE:

REGISTERED CHARITY NUMBER 296189



**Please ensure you read and understand the Terms & Conditions of Hire set out below. By signing and returning the attached booking form, the Hirer agrees to abide fully to these Terms and Conditions.**

### **The Hall Hire Charges Are as Follows:**

#### **Hire of Main Hall:**

Minimum charges of between £7.50 and £15.00 per hour apply, which are dependent on facilities used, and whether the hall is used for commercial or private purposes. All pricing decisions will be clarified by the Bookings Secretary and ratified by the Easton Village Hall Management Committee.

#### **General Conditions:**

The hall and car park must be left in a clean and tidy condition. Please empty all bins (including in toilets), food waste must be put in the bin provided. Recycling boxes are provided in the kitchen for cardboard, paper, bottles & cans, please make use of this facility when possible.

All non-recyclable Rubbish (including any balloons at the car park entrance) must be removed from the hall and deposited in the wheelie bin located between to the main entrance and boundary wall.

Kitchen equipment must be left in a clean condition and put away. Tables must be wiped clean after use and returned along with any chairs to the storeroom. For safety reasons, chairs must not be stacked more than 14 high. The kitchen, hall and toilet floors must be swept (and mopped if necessary). Any breakages and damage must be reported to the Booking Secretary within 24hrs.

Please ensure the boiler thermostat in the hall is turned back to **10°** before leaving the premises, failure to do so will result in a surcharge of **£25**.

Enough time must be allocated for clearing up after functions, to enable the premises to be vacated by the end of the hire period. Otherwise additional time must be booked (if available) on the following day.

It is the full responsibility of the Hirer to ensure all persons have vacated the premises and car park at the end of the hire period, and to close the gates.

#### **Damage:**

A surcharge will be incurred for any damage caused to the structure or fabric of the hall or equipment. The surcharge will vary according to the level of damage and at the discretion of the committee.

#### **Consumption of Alcohol:**

The Hirer shall ensure that excessive consumption of alcohol is controlled. Drunk and disorderly behavior shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person known or suspected of being under the age of 18. It is an offence for anyone to buy alcohol for any person under the age of 18. Any person found to be drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto, used or sold on the premises. **A Bar License for the sale of alcohol, if required, must be obtained by the hirer.**

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### **Smoking:**

To comply with legislation there is a **No smoking** policy in all parts of the hall, including toilets. When smoking outside, please make sure that smokers dispose of their cigarette ends in the ash bin at the bottom of the entrance ramp.

**Please ensure noise is kept to a minimum when smoking or chatting outside in consideration of nearby residents**

### **Noise Levels:**

The Hirer shall ensure that the minimum of noise is made on arrival and departure and shall keep all doors (excluding fire doors) and windows closed during live or recorded music. All events on the premises must be supervised by a responsible person [the hirer or nominated adult]. All music shall cease at 11.00pm. This time may be extended to 11.30pm for private functions on Fridays or Saturdays with the permission of Easton Village Hall Management Committee. The Hall must be vacated by Midnight for all events, [except New Year's Eve].

Please ensure noise levels are kept to a minimum in consideration of nearby residents when leaving the premises late at night. All persons must have left the premises by Midnight, except New Year's Eve when it will be at a time agreed with Easton Village Hall Management Committee.

**A responsible adult must be ALWAYS on site during the hire period to supervise all persons of 18 years or under.**

### **The Hirer Must Check the following prior to any event:**

- That all fire exits are unlocked.
- That all escape routes are free of obstruction and can be safely used.
- That exit signs are clear.

**It is the responsibility of the HIRER for the safety and due care of all persons attending.**

### **Cancellation by the Hirer:**

In the event of the hirer cancelling the booking, which must be confirmed in writing to the Booking Secretary, a nominal charge will be applied dependent on the notice period given.

Regular use hirers will not be charged if no less than Twenty-Four hours has been given, and there is a legitimate reason for cancelling the event or session.

Single use hirers will incur an admin fee if notice has not been provided within 48 hours of the booking. The fee will be agreed by Easton Village Hall Management Committee.

## **EASTON VILLAGE HALL TERMS & CONDITIONS OF HIRE:**

### **Cancellation by the Easton Village Hall:**

In the event of the Village Hall Management Committee cancelling the booking;

- In an emergency due to structural issues, fire, flooding or other such emergencies, the Management Committee reserve the right for there to be no notice period. In this situation hirers will be reimbursed in full for the hirer of the hall, and all efforts will be made to find alternative accommodation.
- In all other situations the Management Committee will endeavor to provide the hirer with one months' notice in writing detailing the reasons for the cancellation. For regular users all efforts will be made to avoid this situation, but where it does arise, there will be a right of appeal.

### **Important Notice:**

**The Hall is fully covered by Public Liability insurance for personal use only. It may be advisable for hirers to seek advice from their own insurers as some activities are not covered. Proof of insurance cover will need to be provided prior to a booking being confirmed**

### **Please Note.**

- Commercial organizations, private individuals and charities hiring the hall must sign and return a copy the Terms and Conditions of Hire, prior to use of the hall.
- Provision must be included in the booking period for any time required for setting up and clearing away after the event (unless additional time has been pre-booked for this purpose).
- For single use hire, a completed booking form must be returned to the Booking Secretary, no later than 28 days prior to the event\*. The form must be signed by the hirer, and payment made in full, no later than 14 working days prior to the date of the booking. Access, and use of the hall will not be permitted until payment of the hire fee has been received by the Treasurer.
- \* An Exception will be made in respect of late bookings, when special arrangements will be made at the discretion of the Village Hall Committee, or an authorized representative of the committee.
- Commercial and non-charitable organizations using the hall will be charged a minimum of £10 per month for the storage of equipment and use of wall space, for the permanent display of notices etc.
- All payments are to be made by BACS, unless alternative arrangements have been agreed by a representative of the Village Hall Committee.

Signature of Hirer: .....

Name in Capitals: .....

Date: .....