

EAST BRIDGFORD VILLAGE HALL CONDITIONS OF HIRE

PLEASE READ CAREFULLY. IT IS A CONDITION OF HIRING THE VILLAGE HALL THAT USERS ADHERE STRICTLY TO THESE CONDITIONS AND THE FIRE SAFETY INSTRUCTIONS.

1. BOOKINGS

- 1.1 All bookings shall be made through the Lettings Secretary and all hirers shall complete a booking form.
- 1.2 Bookings will only be accepted for parties where the predominant age of those attending is 11 years and under or 21 years and over.
- 1.3 The Management Committee reserves the right to refuse any booking.
- 1.4 No hiring is permitted to continue after midnight.
- 1.5 The hiring period booked and paid for **must include any time required for setting up and clearing away.**

2. CHARGES

- 2.1 The hirer shall pay the charge requested by the Lettings Secretary. Current rates are displayed on the Village Hall Noticeboard. A deposit may be required in addition to the hire fee. This is at the discretion of the Management Committee and must be paid within **one week** of the invoice to confirm the booking. After one week has elapsed we may re-let the Hall.
- 2.2 The Management Committee reserves the right to **retain some or all of the deposit** in circumstances that include but may not be limited to the following:
 - **Damage to the hall or its contents.**
 - **Failure to leave the hall in a clean condition. This includes the kitchen, its appliances, utensils and pots if used.**
 - **Any disturbance deemed to be a direct consequence of the function being held and which results in any complaint from neighbouring properties and/or necessitates police attendance.**
 - **Events that start before or end after the time booked.**

In all cases the hirer's liability shall not be limited to the amount of the deposit.

Regular users such as local clubs and societies that make multiple bookings may be exempt from the deposit.

- 2.3 Cancellations must be in writing to the Lettings Secretary. If a hirer cancels a function within four weeks of the event, the hiring fee may still be payable. If the Management Committee is able to secure a replacement booking, a full or partial refund may be offered at the Management Committee's discretion.
- 2.4 Payment **must** be made in full within 30 days of the invoice unless otherwise stated or, (apart from regular users), before the event, whichever occurs sooner. We reserve the right to make a late payment penalty charge of 5% per month or part of month to overdue invoices.

3. RESPONSIBILITY

- 3.1 The person responsible for the conduct of a function, if not the hirer, shall be named on the booking form. Any person nominated as responsible for the conduct of a function shall be aged 21 years or over.
- 3.2 The hirer shall, during the full period of the hiring, be responsible and liable for the supervision of the function and the conduct of those attending and shall take reasonable care to ensure that no damage occurs to the Village Hall, its contents and furnishings, that vehicles are parked so as not to cause obstruction and to avoid nuisance to neighbouring properties arising from noise, litter and unruly behaviour.
- 3.3 Regular users may be permitted to be key holders at the discretion of the Management Committee. Otherwise, the Caretaker shall be responsible for unlocking the Hall prior to a function and locking up again afterwards. If you need to leave before the Caretaker arrives, you must close all windows, lock the front door and use the Yale lock catch on the back kitchen door so that the premises are secure.
- 3.4 **An additional charge or deduction from a deposit may be made if the time specified on the booking form is exceeded.**

3.5 Any damage shall be reported to the Lettings Secretary, the Caretaker or any member of the Management Committee within 48 hours of the end of the hiring.

4. ALCOHOL

4.1 No alcohol may be sold on the premises unless specified on the booking form and agreed with the Management Committee and subject to an appropriate licence being obtained. A copy of the licence shall be provided to the Lettings Secretary before the date of the booking.

5. INSURANCE

5.1 The East Bridgford Village Hall Management Committee holds insurance cover for hirer's liabilities in terms of accidental damage to property and injury to persons during a private hirer's period of occupation. **Hirers are strongly recommended to study the cover provided, particularly exclusions, and to have their own insurance cover if necessary. Please note our policy excludes use by businesses that are expected to have their own insurance.**

6. SAFETY

6.1 Smoking and the use of e-cigarettes (vaping) is not permitted inside any part of the Village Hall buildings.

6.2 The maximum capacity of the Hall is 120. The maximum capacity of the upstairs accommodation is 40. These capacities shall not be exceeded under any circumstances and shall include caterers, performers and organisers, etc.

6.3 Hirers must read carefully the Fire Safety Instructions and ensure that they are adhered to at all times.

6.4 The safety of any equipment brought into the Village Hall is the responsibility of the hirer. Business users must only use PAT tested equipment. Electrical equipment may only be connected to the 13A socket outlets provided in the Hall unless alternative connection has been agreed with the Management Committee. Snow, bubble and similar machines that may wet the floor are not permitted.

6.5 On no account should anything at all be hung on or otherwise attached to the lighting bar across the centre of the hall. Nothing must be leaned against it.

6.6 To avoid obstructing emergency services and disabled access, **NO MOTOR VEHICLES MAY BE PARKED AT THE SIDE OF THE HALL** except when loading and unloading.

6.7 Any accidents or safety concerns must be recorded in the Incident Book located with the first aid kit in the kitchen.

7. DATA PROTECTION

7.1 East Bridgford Village Hall uses personal data for the purposes of managing the Hall, its bookings and finances, running events at the Hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by law and/or the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Chair of the Management Committee or nominated deputy (contact details on internal and external noticeboards).