

SHERINGTON VILLAGE HALL

CONDITIONS OF HIRE

1. FEES AND CHARGES

- 1.1 A deposit of 25% of the hire charge must be paid within seven days of the acceptance of a booking.
- 1.2 Fees and hire charges must be paid in full within seven days prior to the date of the event.
- 1.3 A charge of £100.00, in cash, (used as a bond) to be added to the final payment. This is returnable providing that all terms and conditions of hire have been adhered to.
- 1.4 If the hirer shall cancel any hiring of the Hall, the Committee shall, at their discretion, be entitled to retain the fee paid.
- 1.5 The full cost of hire (outside the premises) of tables, trestles, crockery, etc., shall be payable on or before collection. In addition, a returnable deposit of £25.00 (cash) must be paid. The hirer will be responsible for the return, in good condition, of any items returned.
- 1.6 Keys are issued at the booking clerk's discretion. Failure to return them by the same evening may result in the retention of the £100.00 bond.

2. HOURS

- 2.1 All functions are to be finished by 11.00 p.m. on the day of hire between Monday and Thursday (inclusive).
- 2.2 All functions are to be finished by 11.45 p.m. on the day of hire between Friday and Saturday (inclusive).
- 2.3 The hiring does not entitle the hirer to use or enter the Hall at any time other than the specific hours for which they were hired, unless prior arrangements have been made. If the premises are not vacated by the hour mentioned in the application, the hirer shall pay in addition to the ordinary charge for the hire, the prescribed sum for each hour or part of an hour beyond that time, but this condition shall not be deemed to authorise any use of the premises or any part thereof beyond the hour so mentioned.
- 2.4 All property of the hirer, or their agents, shall be removed before 8.30 a.m. on the day following the hiring, unless an arrangement has been agreed with the booking clerk.
- 2.5 The Hall is not available for hire on a Sunday, Good Friday or Christmas Day.

3. ALCOHOL

- 3.1 No excisable liquor shall be sold unless a Justice's licence for the Hall shall be in force at such time and the hirer shall be responsible for obtaining such a licence as required and shall produce such licence if requested.
- 3.2 No alcohol is allowed on the premises for under-age parties/discos, etc.

4. RESPONSIBILITIES

- 4.1 The Hall is not available for hire for private parties for individuals between 13 and 22 years of age.
- 4.2 The hirer has to be over the age of 25.
- 4.3 The hirer shall take good care of the Hall and any fitting, equipment or other property therein and shall defray the cost of making good any damage which the hiring, or circumstances arising in connection with the hiring, may cause to the building or any part thereof.
- 4.4 The Hall shall be left in a clean and orderly state and as much recycling carried out as possible (especially glass in the blue boxes).
- 4.5 The hirer shall take all proper precautions for the prevention of accidents to any person(s); the avoidance of unnecessary noise; the prevention of any disorderly conduct or gambling, and shall indemnify the Committee, its officers and servants from all actions, claims, and demands arising out of the hiring, or in any way connected therewith.

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- 4.6 The hirer shall be responsible for the effective control of children, the orderly and safe admission and departure of persons to and from the Hall, and the safe clearance of the Hall in the event of any emergency, with special consideration given to the elderly and those confined to wheelchairs.
- 4.7 The use of lighted candles is not permitted on the premises.
- 4.8 The hirer is responsible to ensure that all exists, including the fire exits, are kept unfastened and unobstructed at all times when the public are on the premises.
- 4.9 The hirer is responsible to ensure that a person with a knowledge of basic first aid skills is available on the premises when open to members of the public.
- 4.10 **Smoking is not permitted in any part of the Village Hall building.**

5. GENERAL

- 5.1 In no circumstances will the Committee make good or accept responsibility for any property of the hirer, or any other person, left deposited or brought to the premises, left or deposited with any officer or servant of the Committee, and the hirer shall indemnify and hold the Committee harmless in respect thereof.
- 5.2 The Committee reserves the right to refuse or summarily to cancel without compensation to the hirer any engagements it considers detrimental to the Hall or which is considered objectionable or which would prevent the use of the Hall for some other purpose which the Committee considers sufficiently important or urgent.
- 5.3 The Committee will not be responsible for any loss due to breakdown of machinery, failure to the supply of gas, electricity, leakage of water, fire, Government restriction, or Act of God, which may cause the premises to be temporarily closed, or the hiring to be interrupted or cancelled.
- 5.4 Nothing shall be hung or lodged against or suspended from the internal walls and nothing shall be nailed or stapled to the walls or floors and no external decoration, flags, emblems or notices will be permitted without the sanction of the letting secretary. No alterations, addition or extension to lighting arrangement shall be made without the prior permission of the Committee.
- 5.5 All statutes, statutory regulations and byelaws in relation to the Betting and Gaming, Music and Dancing, Theatres, Cinematography Exhibitions Act must be observed and the Committee shall be indemnified against any infringement of the said regulations and byelaws. Where any licence is required by the hirer for any purpose, the hirer shall make all arrangements and pay all the costs in connection therewith.
- 5.6 Hirers are advised that the Hall is not registered with the Milton Keynes Council under the Food Hygiene Regulations and Food Safety Act, and that therefore there are no cooking facilities available. Any infringement of the said regulations in the preparation of food is entirely the responsibility of the hirer.
- 5.7 The right of entry to the Hall is reserved to any member of the Committee or official or servant of the Committee or police officer on duty and to any other person authorised by the Chairman of the Committee.
- 5.8 These Terms and Conditions refer to the Village Hall building only. Permission relating to the use of the surrounding land needs to be obtained from Sherington Parish Council.

I/We the undersigned have read the above conditions and agree to accept and abide by them.

Name

Address

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Signature Date

Please Note Smoking is not permitted in any part of the Village Hall building.

Booking Clerk's AcceptanceDate