

## **BAPCHILD & TONGE VILLAGE HALL TERMS & CONDITIONS OF HIRE**

Effective 01/11/09

1. ALL APPLICATIONS FOR THE HIRE OF THE HALL MUST BE IN WRITING ON A BOOKING FORM AND FORWARDED ON COMPLETION TO THE HALL BOOKING SECRETARY. The person by whom this application form is signed shall be considered the Hirer. Where a promoting organisation is named above that organisation also shall be considered the Hirer and shall be jointly and severally liable hereon with the person who signs the form.
2. A 50% DEPOSIT MUST BE PAID AT THE TIME OF APPLICATION AND NO ENGAGEMENT WILL BE BOOKED UNTIL DEPOSITS HAVE BEEN RECEIVED. THE BALANCE TO BE PAID SHOULD REACH THE HALL TREASURER AT LEAST 28 DAYS BEFORE THE ENGAGEMENT.
3. The hiring charges shall be those laid down by the Hall Management Committee.
4. In the event of cancellation, deposit monies are non-refundable.
5. The Management Committee may refuse any application for the hire of the Hall without stating a reason, and highlight that we do not accept bookings for either 18 or 21 Birthday celebrations. thst
6. Alcoholic drinks may be served free but NO sale of alcoholic drinks may be undertaken unless the Hirer has engaged someone who holds a current Alcohol Licence in accordance with the Licensing Act 2005. The Licensee for Bapchild Village Hall is John Berry (Fox & Goose PH, Bapchild) who will arrange for an Outside Bar on request Tel 01795 472095. Hirers of Bapchild Village hall may use other Outside Bars, which also hold a current Alcohol Licence; however it is the responsibility of the Hirer to inform Mr Berry of those persons details, without this notification the Management Committee have the right to cancel any event being held at the Hall. No event may be advertised stating the availability of any alcoholic drinks (whether free or not) without the prior permission of the Management Committee.
7. All the conditions attached to the Music and Dancing Licence for the Hall shall be duly observed. A copy of such Licence may be seen on application to the Hall Management Committee and the Hirer shall be deemed to have had notice of all such conditions. All music must cease at 11pm weekdays and Sundays and 11.45pm Saturdays. The Hall Management Committee's Licence does not cover performances of Ballet, Opera Choral Works etc. The Hirer is responsible for obtaining the requisite Performing Rights Society Licence and this must be exhibited to the Hall Management Committee.
8. The hire of the Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall is hired. The Caretaker will meet all hirers at the Hall at the time printed on the booking form, and at no time is the Hall to be left unlocked and unattended during the period of hire.
9. The Hirer shall not sublet the Hall or any part thereof.
10. All advertising of events is subject to the approval of the Management Committee. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements etc.
11. THE HIRER IS RESPONSIBLE FOR ALL DAMAGE TO THE HALL, PROPERTY IN THE HALL & GROUNDS OCCURRING DURING THE PERIOD OF THE HIRING OR WHILE PERSONS ARE ENTERING OR LEAVING THE HALL PURSUANT TO THE HIRE HOWEVER AND BY WHOMSOEVER CAUSED. A DAMAGE/CLEANING DEPOSIT IS REQUIRED WITH BOOKING BALANCE, 28 DAYS PRIOR TO DATE OF BOOKING. THE BOOKING DEPOSIT IS REFUNDABLE SUBJECT TO SATISFACTORY INSPECTION OF THE HALL BY THE VILLAGE HALL MANAGEMENT.
12. The Owner of the Hall shall not be responsible for any loss of or damage to any property arising out of the hiring nor for any loss damage or injury which may be incurred by or be done or happen to any person or persons resorting to the Hall during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the owner against any claim which may arise out of the hiring or which may be made by any person resorting to the Hall during the hiring in respect of any loss damage or injury.
13. The right of entry to the Hall is reserved to the Management Committee and any other agent of the owner and any police officer at any time during the hiring.
14. THE HIRER SHALL BE RESPONSIBLE THAT GOOD ORDER IS KEPT IN THE HALL DURING THE HIRING AND THE MANAGEMENT COMMITTEE MAY IF IT THINKS FIT CHARGE THE HIRER FOR ANY EXTRA EXPENSE HE MAY INCUR FOR ENGAGING POLICE CONSTABLES TO PRESERVE ORDER

PRIOR TO, DURING, OR AFTER ANY ENGAGEMENT OR MEETING IN THE HALL. AT ALL TIMES THE HIRER WILL TAKE REASONABLE CARE TO ENSURE THAT THE OCCUPANTS OF NEIGHBOURING PROPERTIES ARE NOT INCONVENIENCED BY NOISE, OBSTRUCTION BY VEHICLES AND THE LIKE.

15. The Management Committee or Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly conducted.

16. No fixtures/fitments of any kind shall be driven into any part of the Hall nor shall any placard or other articles be fixed hereto. The Hirer may attach decorations in the Hall to the provided hooks. Blu Tack, Sticky Tape and Adhesives are not permitted.

17. THE HIRER SHALL AT THE EXPIRATION OF THE PERIOD OF THE HIRING LEAVE THE HALL IN A CLEAN AND ORDERLY STATE AND ALL EMPTY BOTTLES, CANS, WASTE PAPER FOOD DEBRIS AND ANY OTHER RUBBISH MUST BE CLEARED FROM THE HALL AND SUITABLY DISPOSED OF BY THE HIRER OFF THE PREMISES. THE DEPOSIT MONIES WILL ONLY BE REFUNDED IF THE HALL IS LEFT IN A CLEAN AND TIDY CONDITION. A DAMAGE/CLEANING DEPOSIT IS REQUIRED WITH BOOKING BALANCE, 28 DAYS PRIOR TO DATE OF BOOKING. THE BOOKING DEPOSIT IS ONLY REFUNDABLE SUBJECT TO SATISFACTORY INSPECTION OF THE HALL BY THE VILLAGE HALL MANAGEMENT.

18. Property of the Hirer and the Hirer's agent must be removed from the Hall by 30 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. The Management Committee accepts no responsibility for any property left on the premise after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.

19. No flags, emblems or other decorations shall be displayed outside any part of the Hall without the previous consent of the Management Committee.

20. The Hirer shall remove any flag, emblem or other decoration displayed inside the Hall if in the opinion of the Management Committee or Committee Member it shall be unseemly or expose the Hall to an undue risk of fire or in the opinion of the Management Committee or its agent is likely to lead to disturbance or a breach of the peace.

21. NO EXITS MAY BE BLOCKED, CHAIRS OR OBSTRUCTIONS PLACED IN CORRIDORS OR FIRE APPLIANCES REMOVED OR TAMPERED WITH.

22. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Management Committee.

23. Any show involving the use of scenery or the like on stage is subject to the inspection and approval 14 days prior to the booking(s) by the local Authority and Fire Brigade. Evidence of such approval must be provided to the Management Committee.

24. No part of the Hall shall be used for the sale of carpets or furniture or real property by auction or otherwise without the consent of the Management Committee.

25. The Maximum number of persons allowed in the Hall at any one time by the Local Authority is 280 maximum, 200 standing/dancing, 160 seated at tables.

26. NO SMOKING IS PERMITTED IN ANY PART OF THE HALL.

27. Fireworks are not permitted on the premises or within the grounds of Bapchild Village Hall.

28. The person for the hire of the event/function has legal duties regarding safety issues for those attending. Appendix 1 forms part of the Terms and Conditions of the hire of Bapchild Village Hall.

29. AT THE END OF THE HIRING PERIOD THE HIRER SHALL ENSURE THAT THE HALL IS VACATED WITHIN 30 MINUTES. THE VILLAGE HALL MANAGEMENT COMMITTEE RESERVES THE RIGHT TO LEVY A SURCHARGE IF THE HIRER OR HIRER'S GUESTS FAIL TO VACATE WITHIN THIS SPECIFIED TIME.