

BAPCHILD & TONGE VILLAGE HALL

TERMS & CONDITIONS

1. ALL APPLICATIONS FOR THE HIRE OF THE HALL MUST BE IN WRITING ON A BOOKING ENQUIRY 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 of the hirer they 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 CONFIRMED UNTIL THE DEPOSITS HAVE BEEN RECEIVED. THE BALANCE PAYMENT MUST BE PAID AT LEAST 28 DAYS BEFORE THE DATE OF THE EVENT. FAILURE TO COMPLY WITH THESE TIMINGS MAY FORFEIT THE BOOKING.
3. The hiring charges shall be those laid down by the Village Hall Management Committee.
4. In the event of cancellation, deposit monies are non-refundable.
5. The Village Hall Management Committee may refuse any application for hire without stating a reason, and highlight that we do not accept bookings for 12th to 21st birthday celebrations.
6. Alcoholic drinks may be served free when a licenced bar has not been arranged. The Hirer will be held accountable for ensuring responsible behaviour during the event.
If the Hirer requires alcoholic drinks to be sold, they MUST contact the Licensee for Bapchild and Tonge Village Hall. This is Mr David Ansell, Mobile Bar Hire & Sales Limited, who will be responsible for the licenced bar, Tel. 01795 436663 or Mobile No. 07973 525615 to make the necessary arrangements.

Our Licensee has a responsibility of ensuring responsible behaviour when selling alcohol. It is against the law to sell alcohol to someone under 18, or knowingly sell alcohol to someone is drunk or for an adult to purchase alcohol on behalf of someone under 18. The Licensee can refuse the sale of alcohol at its discretion. An identification policy operates by the Licensee and may require proof of age of an individual before any sale of alcohol. Acceptable forms of ID to prove that the individual is over 18 includes: A photo driving licence, a passport or a proof of age card, such as the PASS card from the national Proof of Age Standards Scheme.

The Village Hall Management Committee DOES NOT allow the Hirer to use an independent bar to sell alcohol drinks in the Hall. The Village Hall Management Committee have the right to cancel any event being held if the Hirer takes exception to this condition.

No event may be advertised stating the availability of any alcoholic drinks (whether free or not) without the prior written permission of the Village Hall 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 Village Hall Management Committee and the hirer shall be deemed to have had notice of all such conditions. All music must cease at 11,00 p.m. weekdays and Sundays and 11.45 p.m Saturdays. The Village 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 shown to the Village 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. A representative of the Village Hall will meet all hirers at the Village 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 Village Hall 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 IN ADVANCE FOR EVENTS THAT ARE EQUAL OR GREATER THAN 6 HOURS. THIS IS PAYABLE WITH THE BOOKING BALANCE 28 DAYS PRIOR TO THE DATE OF THE EVENT. THE DAMAGE/CLEANING DEPOSIT IS REFUNDABLE SUBJECT TO SATISFACTORY INSPECTION OF THE VILLAGE HALL BY THE VILLAGE HALL MANAGEMENT COMMITTEE.

- 12.** The owner of the Village 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 Village 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 Village 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 Village Hall during the hiring in respect of any loss damage or injury.
- 13.** The right of entry to the Village Hall is reserved to the Village Hall 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 VILLAGE HALL 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 AND AFTER ANY EVENT OR MEETING HELD IN THE VILLAGE 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 Village Hall Management Committee or Committee Member(s) reserves the right to put a stop to any event or meeting not properly conducted.
- 16.** No fixtures/fitments of any kind shall be driven into any part of the Village Hall nor shall any placard or other articles be fixed hereto. The Hirer may attach decorations in the Village Hall to the provided hooks. BLUE 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 HIRER MAY INCUR ADDITIONAL CHARGES FOLLOWING INSPECTION OF THE HALL BY THE VILLAGE HALL MANAGEMENT COMMITTEE.
- 18.** Property of the Hirer and Hirer's agent(s) must be removed from the Village 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 Village Hall Management Committee accepts no responsibility for any property left on the premises 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 Village Hall without the previous consent of the Village Hall Management Committee.
- 20.** The Hirer shall remove any flag, emblems or other decoration displayed inside the Village Hall if in the opinion of the Village Hall 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 Village Hall Management Committee or its agent is like to lead to disturbance or 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 use without the previous consent of the Village Hall 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 event by the local Authority and Fire Brigade. Evidence of such approval must be provided to the Village Hall Management Committee.
- 24.** No part of the Village Hall shall be used for the sale of carpets or furniture or real property by auction or otherwise without the consent of the Village Hall Management Committee.
- 25.** The maximum number of persons allowed in the Hall at any one time by the local authority is 200 standing/dancing or 160 seated at tables.

- 26.** FIREWORKS are not permitted on the premises or within the grounds of the Bapchild Village Hall.
- 27.** The person responsible for the hire of the event/function has legal duties regarding safety issues for those attending. Appendix I forms part of the Terms and Conditions of the hire of Bapchild Village Hall.
- 28.** 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.