Rodington Village Hall Management Committee

Conditions of Hire

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CONDITIONS OF HIRE

1. Charges — as schedule appertaining at time of hiring. The entire fee is to be paid no later than one month prior to the date of the function. A deposit of £75 will be required at the time of booking.
2. Cancellation - in the event of the Hirer cancelling, the deposit paid should be forfeited. Where the cancellation is made within 28 days of the function the full hiring charge shall become payable unless the hall is hired by someone else for that date. The Committee reserves the right to exercise the cancellation clause within 28 days of the function. Sub-letting — the Hirer shall not sub-let the accommodation or any part thereof.
3. Attendances — the maximum number of persons allowed to attend a function at the hall is 150.
4. Maintenance of good order — the hirer shall at all times be responsible for the maintenance of good order during functions and for the maintenance of the No Smoking Rule. If the Committee subsequent to the contract being made discover that the hiring is, or is likely to be, of an objectionable or undesirable nature, or that the Hirer is otherwise in breach of any conditions of this agreement, this agreement may be immediately cancelled by the Committee without payment of compensation to the Hirer.
5. Damage — the Hirer will be responsible for all loss of, or damage to the property at the premises or property brought onto, or hired from, the premises and for injury to persons, or animals caused by or in consequence of any act or omission on the part of the Hirer, its agents or servants, and the Hirer is to keep the Committee indemnified in respect of any such loss, damage or injury.
6. Appropriate footwear shall be worn at all times to prevent damage to the floor of the Hall. Playing of ball games of any kind is strictly prohibited unless authorised by the Committee.
7. If any damage is done to the Hall or the premises or their fittings, the expense of making good the same is to be paid by the hirer.
8. FIRE REGULATIONS MUST BE ADHERED TO AND FIRE EXITS KEPT ABSOLUTELY CLEAR OF ANY OBSTRUCTIONS AT ALL TIMES. IF THE FIRE ALARM IS ACTIVATED THE HALL MUST BE EVACUATED AND ALL AREAS CHECKED. THE ADVERTISED PROCEDURE MUST BE FOLLOWED
9. Music must be kept to a reasonable volume and must cease no later than the agreed finishing time of the function.
10. THIS IS A NO SMOKING HALL. FAILURE TO ENSURE THAT THIS CONDITION IS OBSERVED WILL RESULT IN AUTOMATIC LOSS OF DEPOSIT
11. When the Village Hall licensed bar has been booked for a function no-one is permitted to take their own drinks into the hall (licensing laws and age limits apply).
12. Right of entry — right of entry to the Hall is reserved to the Chairman, and duly authorised members of the Committee at all times.
13. The Hall and premises are to be left in a clean and tidy order and the key returned no later than one hour after the end of the hiring period.
14. Parking — under no circumstances will the Committee accept any responsibility for the loss of, or damage to, any car or other vehicle which in

connection with a function may be brought to or left within the precinct of the building. The Hirer shall ensure that no car or vehicle is allowed to be parked in any unauthorised position and that any instructions given by the Committee's employees with regard to parking are strictly observed.

15. Accidents or injuries must be recorded in the accident book.
16. The use of candles in the main hall and meeting room is limited to tea lights, and these must be placed in non-combustible containers. Use of candles in all other areas of the hall is prohibited.
17. FIREWORKS ARE NOT ALLOWED AT VILLAGE HALL FUNCTIONS
18. Bouncy castles and similar items are not permitted inside the building