1. The Trustees cannot accept responsibility for loss, damage or accidents to person or property occurring during the occupation of the premises and attention is drawn to the Safety Regulations. Any activity which is against the law, or considered by the Trustees to be unsafe, is not permitted. Smoking and e-cigarettes/vapourisers are not permitted in the hall. Fireworks are not permitted anywhere on the site.

2. Hirers will be held responsible for any damage to the building furniture and other items and will be charged for repair/replacement as required.

Please do not use pins or sellotape to hang decorations - we have hooks in situ for hirers to use. Please make sure that any decorations are not in close proximity to the heaters on the side walls and balcony.

At the end of the let furniture must be returned from the place which it was taken, all decorations must be removed and the premises must be left in the same condition as that in which they were found. Cleaning equipment is available in the cleaning cupboard in the kitchen and additional products are under the main sink for use by all hall users. Any additional expense incurred by the Trustees in the removal and replacement of furniture or for exceptional cleaning (including retrieval of balloons) or damage will be deducted from the hirer’s deposit.

Tables must be wiped clean before being put away. Helpful photos are inside the cupboards to assist with putting crockery and glasses back

3. The balcony is strictly out of bounds to all hirers and guests.

4. No alcohol may be consumed without the Trustees' consent. A Temporary Event Notice (T.E.N.) must be obtained by the hirer if they intend to sell alcohol or to supply it as part of an admission price and notice must be given to the Trustees that a T.E.N. is being applied for. These T.EN.s are limited to 12 per year and permission may be declined if more than 12 T.E.N.s have been granted.

5. Noise must be kept to a reasonable level after 10 p.m. and music to go off promptly at 11 p.m. Due consideration must be given to neighbours before opening windows and side doors of the building and when using the car park late at night. The outside space to the side of the hall may only be used during daylight hours and with prior permission (additional charge) and not later than 10pm.

Please park considerately and if guests are parking on the road please allow space for large emergency vehicles to pass by.

Furniture is not to be removed from the hall and used outside without prior consent. If noise complaints are received and a committee member has to attend and the level of noise is deemed inconsiderate and the noise level is not addressed and kept to a considerate level we reserve the right to terminate the hire and no refund would be due.

Please ensure you guests leave promptly and orderly from the venue being respectful of neighbours by keeping noise to a minimum.

6. The main hall is limited to 120 persons standing or 100 persons seated

7. Users are expected to share the kitchen when more than one room is in use at the same time.

8. To prevent damage to the wooden floor, shoes with steel tipped heels must not be worn in the main hall. Roller skates, skateboards or heelys shoes must not be used in the hall. Dogs are not permitted in the hall with the exception of assistance dogs or with previous permission.

9. Hirers must be present during the entire hire duration while guests/permitted people have access.

10.The premises must be cleaned and vacated by the agreed time. Late departure may incur a charge if it impacts the next hire.

11. All property, including bar equipment, must be removed before the end of the let. All rubbish and recyclable materials (e.g. tins, glass) must be removed by the hirer – failure to do so will incur a charge for their removal. The bins outside are not for hiring use.

12. When the kitchen is used, it must be left clean and in good order with nothing left on the sides. The hot water urn must be emptied and the cooker and fridge switched off. Please note that fridges when turned off must have the door left open to prevent mold. If used, the dishwasher must be emptied and drained when finished as per the instructions. Note - tea towels are provided and can be left in the marked box at the end of the hire.

If the kitchen is not left clear additional charge will be incurred of £60 per hour to make good. All rubbish is to be removed from the premises by the hirer - the external village hall bins are not included in the hire and an additional charge will be made if they are filled.

Instructions on how to use various items within the hall are available on the Eversden Village Hall website (www.eversdenvillagehall.uk) under ‘Hiring & Facilities’ sub section ‘Using equipment & Troubleshooting’ ‘Frequently asked Questions’ is also another source of information, please refer to these options in the first instance.

13. Any damage, breakages, constructive remarks, etc, should be communicated to the bookings clerk.

14. Users should ensure that the premises are not entered by individuals who have no right of entry.

15. Users of the hall should not store their own equipment in the hall without permission from the Trustees who will take no responsibility for this equipment without written agreement.

16. Any organisation working with children and/or vulnerable adults must have child protection and/or vulnerable adult policies and procedures in place and must supply copies of these before letting can be confirmed. Political parties and commercial users are not covered by the hall’s hirers’ public liability insurance and must supply a copy of their own insurance before a booking can be accepted. The Trustees cannot accept liability for damage or injury arising from the use

of bouncy castles – hirers must ensure that adequate insurance is provided by the bouncy castle hire company.

17. All bookings remain provisional until hire fees are paid, and these fees are non-refundable except at the discretion of the Trustees as noted in our booking form. The hire fee payable shall be the rate in force at the time of the event.

18. Access is gained via the key safe at the front of the building- the code will be supplied by the booking clerk prior to the event. The loss of the key will incur a charge for replacement of the lock and key. When leaving the building it must have all doors and windows secured with all electric items turned off including lights (fridges may be left on if returning the next day to clear the venue by prior agreement)

19. It is recommended for large hirings such as weddings/large celebrations that additional toilets are hired, The toilets can be placed in the field adjacent to the hall with prior permission only. Due to the age of the building the current toilets can not handle high usage and can back up. We can supply details of a local company.

20. Deposit will be required in advance and will be returned once the Hall has been checked - this may take up to 14 days. Any damage, further cleaning or items not put away (within reason) will be deducted, this will be communicated to you first with details. The Trustees reserve the right to withhold part or all of the deposit if any of the listed regulations are contravened.

Please sign below to acknowledge and agree to our terms of hire.

| Name Printed:  |  |
| --- | --- |

| Signed  |  | Date  |  |
| --- | --- | --- | --- |