

# Terms & Conditions of Hire

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- a) During the period of hire, the hirer is responsible for supervision of the premises, the fabric and contents, their care and safety from damage and for the behaviour of all persons using the premises in whatever capacity.
- b) The hirer shall indemnify the committee for the cost of repairing any damage to any part of the property within the boundaries of the Village Hall that was caused during the period of hire.
- c) If the rooms are left dirty and extra cleaning is required, this will be charged to the hirer at 10 pounds per hour.
- d) It is the responsibility of the hirer to remove ALL rubbish from the premises after a function. Failure to do so will incur a charge of £50.00.
- e) Any crockery and cutlery belonging to the Village Hall that has been utilised by the hirer should be washed up and replaced in the cupboards from which they came. Any other crockery, cutlery brought in by the hirer of the hall should be removed.
- f) The hall may not be hired for any commercial undertaking or entertainment without the prior approval of the Management Committee. For applicable rates contact the Booking Clerk.
- g) Cancellation notice of less than a week could be charged.
- h) One Calendar months notice must be given for cancellation of regular weekly booking. If the correct notice period of one month is not given, the Management Committee reserves the right to charge the hirer's usual monthly fee.
- i) Equipment, cars and items belonging to the hirer whilst on the premises of the Reid Hall shall be at the hirers risk. The Trust will not be responsible for damages by any means, or theft to any items belonging to the hirer.

## THE FOLLOWING ARE STATUTORY REGULATIONS AS LAID DOWN UNDER THE PUBLIC ENTERTAINMENT LICENCE:

- j) It is the responsibility of the hirer to ensure that the number of persons permitted on the licensed part of the premises as described, at any one time shall not exceed:

280 persons dancing;

200 persons dancing, where table seating is provided;

140 persons at tables.

## IT IS THE RESPONSIBILITY OF THE HIRER THAT THESE NUMBERS ARE NOT EXCEEDED

- k) The premises may be used for the purpose of this licence only on the following days and between the following times

Monday to Thursday - 9.00am to 10.45pm

Friday & Saturday - 9.00am to 11.45pm

Sundays - 10.00am to 10.00pm

Bank Holidays - 9.00am to 11.45pm

## IT IS THE RESPONSIBILITY OF THE HIRER THAT THESE TIMES ARE NOT EXCEEDED

l) Up to 5 persons in wheelchairs may be allowed in the Main Hall, and may be positioned anywhere in the hall

m) IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT THIS REGULATION IS UPHELD

n) The Licensee shall be responsible for ensuring compliance with all the terms & conditions applying to the licence. Where appropriate the Licensee may nominate, in writing, a responsible person, not being a person under 18 years of age, to act on his behalf.

IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT THIS REGULATION IS UPHELD

WE NO LONGER HAVE A PUBLIC PAY-PHONE, PLEASE ENSURE YOU HAVE A FULLY CHARGED MOBILE PHONE

## Safety Notice

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This is an important document. Please take the time to read it carefully and abide by the rules contained within it.

1. The First Aid kit is situated in the kitchen above the sink clearly marked First Aid Kit
2. The Accident book is kept in the kitchen, in the white cupboard which is to the left of the sink. Please record any accidents that happen in the hall or car parking area, in the accident book.
3. Please do not obstruct the fire exits with anything (including tables and chairs).
4. The hirer is responsible for managing the behavior of those attending their event.
5. The hirer is responsible for any damage to property caused during the hire period.
6. Please point out the fire exits to anyone attending your event.
7. In the event of fire, please leave the building via the fire exit, meet at the assembly point which is situated at the far end of the car park, and phone the fire brigade on 999.
8. Please prepare food hygienically using the colour coded boards provided in accordance with the list displayed on the kitchen wall.
9. Any equipment used during the hire period is used at the hirers own risk e.g bouncy castles/electrical equipment.
10. Any equipment brought into the hall must be in good working order or within warranty.
11. Please do not place equipment where it could cause a trip hazard.
12. Please supervise children at all times.
13. No one under 18 is allowed to hire the hall.

14. If alcohol is to be sold on the premises, a license must be obtained. This is the responsibility of the hirer. A copy of such license should be forwarded to the booking clerk.

15. Please do not bring heaters into the hall.

16. Pursuant to the Health Act 2006, the Reid Hall has a NO SMOKING POLICY.

17. We do not permit fireworks/explosives on the site.

18. Animals are not permitted in the kitchen at any time.

19. No animals (other than guide dogs) are to be brought into the Reid Hall without prior permission from The Wartling Village Hall Trust.

Thank you for taking the time to read this document.

The Wartling Village Hall Trust