



## ALREWAS VILLAGE HALL CONDITIONS OF HIRE – CASUAL USERS FORM TOHCH

Booking the village Hall is dependent upon the reading and acceptance of these terms and conditions. Please retain this document for reference.

### 1. Booking, Fees and Payments

- i. Fees charged will be those in force at the time of booking.
- ii. Rooms must be booked for the correct amount time it will be in use including setting up and clearing away. Hirers are allocated 15 minutes before and after an event for setting up and clearing away. If you need more time you will need to book more hours.
- iii. Bookings are secured by payment of a deposit of £60.
- iv. Deposits will be forfeited, wholly or partially, in the following circumstances:
  - a. If the Hall is not left in a satisfactory condition following the hire (see below).
  - b. If items hired have been broken or damaged i.e. glasses/crockery.
  - c. Hire being cancelled no later than 48 hours before it is due to take place.
  - d. Failure to show up for the event.
  - e. If full payment has not been made 7 days before the event. Short notice booking will require immediate payment of hire fee and deposit.
- v. Keys will be available on the day of the hire, against the Hirer's signature, and must be handed back on the day of the hire. Loss of a key will trigger a payment of £50 to buy a new one. The keys are part of a unique suite and can only be cut by a specialist supplier. We therefore urge you to keep the keys safe.

### 2. Booking Fees – Alrewas Residents

- i. Main Hall £10 per hour or part thereof.
- ii. Main Hall Friday & Saturday 6.30pm to 11.30pm (Hall to be cleared by midnight) C £80
- iii. Upstairs room £7 per hour or part thereof.
- iv. Annex room £7 per hour or part thereof.
- v. Entire Hall Friday and Saturday 6:30pm to 11:30pm (hall to be cleared by midnight) C £120

### 3. Facilities

Included in the hire are the Hall and grounds, tables and chairs, kitchen and equipment. Water heaters, teapot, cutlery and crockery are provided but hirers must supply their own, pots, pans and cooking utensils.

- i. A stage with simple lighting is also available.
- ii. The area to the rear of the hall is a designated fire escape and due to its proximity to houses must not be used as a social area after 6pm.
- iii. Use of the main kitchen area is for the hirers of the man hall unless an arrangement is made between them and other hirers wishing to use the kitchen.

### 4. The hirer (defined as the person whose name appears on the booking form) is responsible for:

- I. Ensuring that maximum numbers are not exceeded – Main Hall=100 seated, 160 standing, upstairs=30, Annex room=30.
- II. Damage or loss to the hall, contents and grounds during the hire period.

- III. Leaving the hall and grounds in a clean and tidy state and is responsible for ensuring that all doors are secure, windows closed, floors swept or mopped, tables cleaned, lights extinguished, any crockery or cutlery used is washed, dried and returned to the kitchen store, all equipment used is returned in full working order to the appropriate storage area, hot water heaters are switched off, closing all doors and windows and locking doors and gate on exit.
- IV. and left secure and all doors and gates are locked on exit.
- V. Placing refuse and recycling in the appropriate bins. All rubbish bins are to be emptied by the Hirer in a tidy manner into the refuse and/or recycling bins outside the Hall. Replacement black sacks are available from the kitchen. If the container(s) are full, all excess rubbish relating to your hire must be removed from the site.
- VI. Decorations may *only* be placed on designated hooks in the main hall. Do not fix anything to the wall at all. No blue-tak or sellotape is to be used.
- VII. Being as quiet as possible to respect the neighbours when leaving the Hall, especially if it is late at night.
- VIII. Returning all chairs and tables to the appropriate store room following the guide for storing efficiently.

#### 5. Legal requirements

- i. The hirer must agree to the terms of the village hall safeguarding policy.
- ii. The hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Hall can escape unimpeded through the Fire Exits and to assemble in the car park or other nominated assembly area.
- iii. Improper operation of the fire extinguishers will result in the automatic loss of the deposit.
- iv. Fire Doors **MUST** remain unobstructed during a let.
- v. Fireworks. Bringing Fireworks into, or the ignition of Fireworks in the Hall or grounds, is expressly forbidden.

#### 6. Consumption of Alcohol.

- i. The Hall is licensed for entertainment, and is licensed for the sale and consumption of alcohol on the premises. It is the Hirers responsibility to ensure that the Licensing Conditions as required by Law are met. Hiers may take out a Temporary Entertainments Notice (TENS) to cover their event.
- ii. Smoking is prohibited in the Hall. All smokers are requested to use the ash boxes at the main & side entrances to dispose of cigarette ends. Please do not throw them on the ground.
- iii. Alrewas Village Hall's Public Liability Insurance covers all users making use of the premises and equipment owned by the Village Hall. The hirer must ensure they have sufficient insurance to cover events in the Hall which include equipment brought onto the premises by the hirer that carry a risk to their guests.
- iv. No vehicles to be left on the premises overnight without prior permission.

#### 7. Smoking

- i. The interior of Alrewas Village Hall is a designated no smoking or vaping area.
- ii. You are not permitted to smoke or vape in the rear outside area.

iii. You may smoke or vape in the outside area to the front side of the hall. Please use the designated disposal bin for cigarette stubs and leave the area free from cigarette stubs.

8. Winter Weather.

i. The Committee reserves the right to close the Hall should conditions be deemed to be too hazardous.

9. 5. General Notes

i. All bookings are at the discretion of the Village Hall Management Committee.

ii. You will be told where and when you can collect the key.

The Management Committee reserve the right to change these Terms & Conditions and Hire Rates at any time at their discretion.

Updated January 2014 / May 2015 / June 2015 / July 2015 / August 2015/December 2018