

Burton Joyce and Bulcote Village Hall

Conditions of Hiring

1. A non-refundable deposit of 50% of hire costs shall be paid at the time of the booking. **Full payment to be made 10 days before the function.** An additional deposit of £100 to be paid as a holding fee in case of any damage caused. This will be refunded if facilities are left in a clean and tidy state and damage free.

2. The Hall is hired for a specific period and must be vacated by no later than 23.30. A surcharge of £25.00 per hour (or part hour) will be made if the Hall is not cleared at the agreed time. The hiring shall be strictly limited to the use for which the premises are booked, and users shall use the premises so as not to cause annoyance or inconvenience to occupiers of adjoining properties and others.

3. The hirer is responsible for setting out and putting away all the furniture required. Tables to be wiped before putting away back in the trolleys provided. Chairs to be stacked in sevens and stored at the sides of the hall

4. The Hirer will also be responsible for ensuring that no lights are left on (inside and out), that all appliances are switched off and all doors (including emergency exits) are secure.

5. No nails, screws, drawing pins etc. shall be used for any purpose (except on the notice Boards).

6. Rubbish **must not** be left on, or outside the premises, except in the bins provided. **Bottles must be taken away by the hirer for recycling.**

7. The hirer shall be held responsible for the cost of any damage to the premises or its contents. Any damage costs will be deducted from the £100 holding deposit.

8. The Committee and its officers and servants will not in any circumstance be responsible for injury to persons or damage, injury to, or loss of goods or property brought to the premises for exhibition, sale, or other purposes, or for goods or property left in the premises including the cloakrooms, by the hirer or

Burton Joyce and Bulcote Village Hall **Conditions of Hiring** (continued)

persons attending any meeting or function thereto and the hirer shall and hereby does indemnify the Committee and its officers and servants against any claims which may be made upon them in respect thereof.

9. The Committee reserves the right to refuse any application for hiring, and to cancel existing bookings should they deem this necessary, and shall NOT be called upon to state a reason for such refusal or cancellation.

10. The sale or consumption of alcohol will not be allowed without the prior written consent of the Committee under the terms of their responsibilities as Licensees. An additional fee of £20 will be made for a grant of permission. It is the responsibility of the hirer to comply with the Licensing Laws relating to the control and sale of alcohol and in particular no persons under 18 years of age shall be served or consume alcohol on the premises. No intoxicated person shall be admitted to the Hall.

11. There shall be no smoking on the premises.

12. The hirer shall take all reasonable precautions to see that patrons leave the premises in a quiet orderly manner by the time agreed in the letting, and during events ensure that noise levels are controlled so as to prevent nuisance to neighbouring properties.

13. All lettings to finish by no later than 23.30 except by special arrangement. All music must finish by 11.00 pm. Please note times for the permitted sale of alcohol as displayed.

14. Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the person or organization to whom the Hall is let shall be responsible for seeing that the requirements of Betting, Gaming and Lotteries Act 1976 are strictly observed.

15. At dances and social occasions, where admission is not by invitation, responsible person(s) must man the door until finish time.

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Conditions of Hiring (continued)

16. The Village Hall is licensed for music, entertainment and dancing issued by Gedling Borough Council. Organisers should, however, ensure that they have permission for performances of copyright dramatic productions. The address to which applications should be made is usually shown on the script.

17. Adequate supervision must be provided for all juvenile events held in the Hall, and steps taken by hirers to ensure that regulations for the protection of children from harm are complied with.

18. After every function, the Hall and all rooms used, including the toilets, should be left in a fit and tidy state for the next user. If not, the £100 deposit will be retained.

19. Fire Regulations. Maximum number of persons allowed:

Main Hall	120 dancing 170 seated
Committee Room	20 seated
Small Hall	40 seated 20 dancing

Furniture to be arranged to leave a clear route to all exists. Fire extinguishers are provided in the Hall for use in an emergency. Hirers will be held responsible for any damage to these appliances and the appropriate amount for cost of refilling or replacing these will be deducted from the additional deposit.

20. The use of fireworks is strictly forbidden.

21. Because of the danger of overloading of the electrical circuit, no extra appliances must be brought in for use in the kitchen or for heating purposes. Any electrical equipment brought into the building for use at events must have current PAT certification.

Burton Joyce and Bulcote Village Hall **Conditions of Hiring** (continued)

22. Any equipment brought into the Hall for functions must be removed from the Hall the same evening, except by prior arrangement as in the case of Saturday Weddings or dramatic productions, when the hall must be clean and clear by 12 noon on the Sunday.

23. Nothing shall be done or brought within the premises which, in the opinion of the Committee, will involve extra risk to the building or property of the Committee or increase the premium for fire insurance, unless specifically sanctioned by the committee and then only on payment of such extra premium as may be required by the Insurers covering the risk.

24. All hirers should ensure that they have adequate third party insurance cover for the type of event being organised. The Committee may request evidence of this at the time of booking.

25. The Committee operates an Equal Opportunities Policy.

26. **No naked flame or candles should be used.**

27. Completed booking forms, including an application for the sale of alcohol, if applicable, should be sent to:-

Richard Marson
89 Padleys Lane
Burton Joyce
Nottingham
NG14 5BW

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