**Swillington Village Hall – Terms and Conditions of Hire**

**Payment Terms**

A refundable deposit of £100 is required at the time of booking.

Full payment is required **at least** 4 weeks before your booking date, or if it is less than 4 weeks ahead, then immediately. Payment will only be refundable in exceptional circumstances – please contact via Hallmaster. Please include your bank details on the booking request form to allow us to refund the deposit.

On the day someone will be at the hall to open up and explain how to operate the carpark gates.

**During Hire**

The Hirer will, during the period of hire, be responsible for:

• The supervision of the hall, the fabric and contents, their care and safety from damage.

 • Ensuring that the permitted number of people in the hall is not exceeded.

• Ensuring that the behaviour of all persons using the premises is appropriate

• The Hirer shall indemnify the Committee for the cost of repair for any damage done to any part of the hall including the surroundings or the contents of the buildings during, or as a result of, the Hire.

• The Hirer shall not sub-let, or use the Hall for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the Hall, or its users.

• All electrical equipment brought on to the premises e.g., music speakers, computers etc. must be in good condition and safe to use.

• Fused trailing sockets must be used in preference to multi adaptors. Trailing electrical cable walkways should be used, where not possible, cables are to be taped over, or otherwise made safe.

**Children’s parties**

• There must be adequate adult supervision for all children’s parties.

• If a bouncy castle or other such play equipment is to be erected, the hirer must ensure that adequate public liability insurance is provided either by themselves or the provider of the equipment.

**Children’s holiday clubs**

• The maximum number of children attending a holiday club will be 40.

• The staff to children ratio will be a minimum of 1:10

**Capacity**

• Seated cinema style 70 • Buffet or bistro style 60 •Dance + seating 80

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**Parking**

• During school holidays and weekends there will be ample secure parking, at other times school staff have priority. Please note cars are parked at owner’s risk the Village Hall Committee and the school accept no responsibility for damage to vehicles, contents or persons. In addition, during the hours of darkness there is no lighting in the carpark, we suggest that a torch is used Vehicles must not be parked on the pavement or grass verges adjoining the road. No overnight camping (including motorhomes and caravans) is allowed in the car park. The carpark gates **must not** be propped open or prevented from closing as this interferes with the motor mechanism.

**Fire & Medical Emergencies**

• The Hirer must note position of the fire extinguishers and fire exits.

• Fire exits and access to them must be kept clear at all times.

• Do not prop any doors open, except as a temporary measure to aid transportation of equipment into or out of the building.

• In the event of a fire it is the Hirer's responsibility to check that all rooms have been vacated, all hall users are accounted for and the emergency services are contacted.

• It is the Hirers responsibility to be familiar with the Fire Evacuation Plan detailed on the notice board and in the Hirers Pack provided when the hall is booked.

First Aid • The First Aid kit, which is situated on the wall near the kitchen door, is only to be used for minor injuries, for all other incidents the emergency services must be contacted. A defibrillator is situated on the outside wall of the building. The village hall committee must be informed of any significant event.

**Alcohol, Food and Entertainment**

• The hirer must ensure that all necessary licences have been obtained for the sale of alcohol and the performance of regulated entertainment, and abide by the times stated therein.

• The Hirer must also ensure that any Caterers or Entertainers engaged are suitably licensed and insured.

• All crockery, cutlery and pans used during the period of the hire must be washed, dried and put away at the end of the hire. Please notify the village hall contact as detailed on the notice board of any breakages.

• All rubbish must be removed from the premises at the end of the hire period.

• No fireworks are allowed inside or within the grounds of the village hall without written consent from Village Hall Committee.

• No candles are allowed in the hall except those on a birthday cake.

• No one is allowed to sit on the kitchen work surfaces for health & safety reasons.

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**Noise and Disturbance**

• Do not disturb those living close to the Hall and do not permit guests to cause any sort of disturbance in the area, either during or after functions.

• It is the Hirer’s responsibility to call the police if there is a disturbance.

• Keep music volumes moderate, windows and doors should be kept closed during the playing of live or recorded music in the Village Hall.

• The number of outdoor events is strictly limited and advance notice given to residents. However, noise must be kept to a reasonable level, live or recorded music must finish by 11pm and the event must end by midnight.

• Offenders will not be allowed to rehire the Hall.

**Smoking**

A strict No Smoking policy applies within the hall and the grounds

**End of Hire**

Please adhere to the checklist provided in the Hirers Pack at the time of booking and displayed on the Village Hall Notice Board.

•The hirer is responsible for leaving the premises clean and tidy.

•The hirer will be responsible for ensuring that windows and doors are all securely closed and locked on leaving and that all taps are turned off.

• The hirer will be responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths. This must be taken away with you when you leave the hall.

• We will have the right to close the hall if there are safety concerns or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

Swillington Village Council & Village Hall Committee

January 2023

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