



Keeping things right for you - and for others

I thought YOU'D read the small print!

We ask all hirers to keep to these simple rules.

CONDITIONS OF HIRE:

1. **AGE:** Hirers must be aged 18 or over. If persons under 18 are involved, the hirer is responsible for adequate supervision.

2. **SAFETY:** Hirers must study the fire instructions provided and inform all those using the Hall of the position of the emergency exits.

3. **ALCOHOL:** Events involving alcohol (free or for sale) are allowed at the discretion of the Village Hall Committee - who must be notified at time of booking. Hirers seeking payment for alcohol need a temporary licence and are responsible for strict compliance, particularly age restrictions. Events with *personalised* tickets are exempt.

4. **ENTERTAINMENT:** Details of the village hall's entertainment licence are posted next to the stage and must be adhered to.

5. **MUSIC:** The village hall is licensed for the playing of music at *non-profit-making* events. All other events require a licence under criminal law.

6. **RAFFLES & TOMBOLAS:** No licence is required providing there is no commercial gain.

7. **DISTURBANCE:** Hirers are responsible for avoiding noise, disturbance and inconvenience to residents during and at the end of any event. If this is to end after 2300hrs, notice must be given on the village notice board one full week in advance.

8. **PARKING:** For large events, hirers should consider the provision of overflow parking.

9. **CLEANING:** Hirers must leave the hall clean and tidy and remove any rubbish exceeding the capacity of the bin. The cost of any additional cleaning work will be the responsibility of the hirers.

10. **USE OF EQUIPMENT:** Hirers must follow the instructions located in the various folders and notices around the hall. Chairs must be returned to the locations designated.

11. **DAMAGE:** The hirer will be responsible for the cost of replacing or repairing any damage to the furniture, crockery, fixtures and fittings or the fabric of the building.

12. **LEAVING:** Hirers will ensure all lights and electrical equipment are switched off and that all doors and windows are secure. Keys must be returned to the authorised representative from whom they were received.

13. **STORAGE:** No food, equipment or other items may be stored in the hall without the written permission of the management committee. Such items are not covered by village hall insurance.

14. The village hall is a **NO SMOKING** building.

Bowling green area:

Please do not enter the Bowling Green area which is a private area and NOT part of the village hall.