

Alwington Village Hall

Conditions of Hire

1. A booking form must be completed and returned to the booking secretary with the deposit. The person signing the form will be the Hirer.
2. The hire period is the time that the Hirer commences and finishes using the hall, which includes the time taken for setting up and clearing up afterwards. The hire of the building is for the specific agreed times as shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time.
3. The Hirer is responsible for the supervision of the premises, fabric and contents, DO NOT stick anything on the walls. Any damage or loss must be reported to a member of the Management Committee as soon as possible, the Hirer will be responsible for replacing or paying for any replacements or repairs. Also report any failure of equipment belonging to the premises. Any accident involving personal injury must be reported in the accident book (situated in the far left hand drawer in the kitchen) the first aid box is also to be found in the kitchen above the drawer.
4. The Hirer shall not use the premises for any other purpose other than that described on the booking form.
5. **The Hirer must be aware of the Fire Safety information – the position of the fire exits and fire extinguishers. Fire exits must not be blocked. Smoking is NOT permitted in any part of the building at any time.**
6. The Hirer shall be responsible for obtaining such licences as may be needed, whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Ltd. or otherwise for observance of the same. For any event at which there is a bar a deposit cheque for £100 in respect of damage is required, which will be returned in the event of no damage.
The Hirer will also be responsible for any insurance required when using a bouncy castle.
7. If preparing, serving or selling food the Hirer shall observe all relevant food health and hygiene legislation and regulations.
8. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner
9. The Hirer shall ensure that any activity for children under eight years of age, comply with the Provision of Children Act 1989 and that only fit and other proper persons have access to the children.
10. The Hirer shall ensure that no animal (including birds), except assistance dogs, are brought into the premises, other than for a special event agreed to by the hall Management Committee, NO animals are to enter the kitchen.
11. The right of entry to the building is reserved for any member of the Management Committee or police officer or licensing officer at any time during the hiring.
12. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their original and usual positions properly replaced. Ensure all lights are turned off including toilets and the outside light switch is left in the sensor position. All rubbish in excess of the bin in the kitchen must be removed by the Hirer.