

Windrush Village Hall

1 Use of the Premise

- a) The Premises are the Hall and the adjoining car park and landscaped areas.
- b) The Hirer shall not use the Premises for any other purpose than that set down in the Booking Form.
- c) The Hirer shall not use the Premises for activities that the insurers regard as hazardous. Such activities include, among other things, fireworks displays, bonfires, and bouncy castles (inside or out).
- d) The Hirer shall not sub-let the Premises nor allow the Premises to be used for any unlawful purpose.
- e) The Hirer shall not bring, nor allow others to bring, any article into the Premises that might endanger the property or render the insurances thereof invalid.
- f) The Hirer shall not permit gaming or betting to take place on the Premises.
- a) The Hirer shall not permit alcohol to be sold on the Premises without obtaining written permission from the Hall Committee (see Booking Form and clause 4.4 below regarding licences).
- b) Only biodegradable confetti is allowed.

2 Supervision

- a) The Hirer shall be responsible for the behaviour of those persons using the Premises.
- b) The Hirer shall be responsible for the cost of repair of any damage to the piano, fabric, fittings (including curtains), landscaping, etc. of the Premises during the letting.
- c) The Hirer shall be responsible for the supervision of car parking.

3 Public Safety Guidelines

- a) The Hirer shall comply with all mandatory regulations and conditions made by the Local Authorities and the Fire Service.
- b) The Hirer shall be responsible for ensuring that any electrical appliances brought onto the Premises conform to current safety standards, including the use of circuit breakers if necessary.
- c) The Hirer shall ensure that all mandatory food hygiene regulations and conditions applying to the preparation, serving or selling of food, are complied with if it is intended to use this facility.
- d) The Hirer shall report any accidents to the Hall Committee in writing within 24 hours of any such occurrence.

4 Licences

- a) The Hall Committee holds a Premises Licence in respect of the Hall. The licensable activities authorised by the licence include performance of dance, films, indoor sporting events, live music, recorded music, and plays. The licence authorises the carrying out of licensable activities every day of the week between 9am and 12pm. The opening hours of the Premises are similarly every day of the week from 9am to 12pm.
- b) The licence also contains conditions regarding the exhibition of films, in particular with regard to the admission of children. A further condition states that windows and doors must be kept closed when music is performed inside the Premises. Music must cease by 12pm.
- c) The Hirer shall ensure that all details and conditions of the licence are complied with.
- d) It should be noted that the Premises Licence does not authorise the sale of alcohol and the Hirer shall be responsible for obtaining any Temporary Event Notice or other licence from the relevant authority and showing this to the Hall Committee at least 7 days in advance of the event.

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5 Animals

- a) Well behaved dogs are welcome but all mess MUST be picked up.

6 Completion of the Period of Hire

- a) The Hirer shall leave the Premises in a clean and tidy condition on completion of the hire and shall remove all rubbish – the Hall does not have a refuse collection. This includes emptying the bins from the toilets.
- b) The Hall Committee reserves the right to levy a charge of £15 per hour for cleaning or £2.50 per rubbish bag removed from the premises in the event of the Hirer's failure to comply with the above.
- c) The Hirer shall arrange for all tables and chairs to be cleaned and replaced in the store on completion of the hire. A charge will be made for cleaning tables and chairs left in a soiled condition.
- d) The Hirer shall ensure all items of a personal nature are removed, as the Hall Committee cannot be responsible for their safety or storage.

7 Cancellation

- a) The Hirer can cancel the booking up to 7 days prior to the event free of charge. Notice of such a cancellation should be emailed to windrushvillagehall@gmail.com. The charge for cancellation within 7 days of the event is the full cost of the event.
- b) The Hall Committee reserve the right to cancel any booking up to 7 days before the event in which case no charge would be made. This is highly unlikely, but could be necessary in the event of a national or local election being called and the Hall being required for use as a polling station on the day of a booking.

8 Charges/Deposit

- a) The current fees for hiring the hall are shown on the Bookings page of our website.
- b) At the discretion of the Village Hall Committee weekend bookings (such as weddings) may be permitted. The weekend fee is £800, with access from 4pm on Friday to 12pm Sunday.
- c) Payment of all charges is due immediately following the hire.
- d) A deposit of 20% is required as indicated on the Booking Form.

9 Keys, etc.

- a) Arrangements for opening the Hall on commencement of the letting should be made in the first instance via windrushvillagehall@gmail.com
- b) Keys must be returned immediately after completion of the letting. In some cases the collection and return of the keys will be via the key safe located in the porch by the front door.

Please sign and email your copy of the Booking Terms & Conditions alongside the booking form and proof of payment of deposit to windrushvillagehall@gmail.com

PRINT NAME: _____

SIGN NAME: _____