

St. Michaels Village Hall

Registered Charity No. 1171326

TERMS AND CONDITIONS OF LETTING (BC03 v1)

Daytime Party Events – no alcohol

1. PAYMENT FOR HIRE

- a) A DEPOSIT of £75.00 must be paid within 14 days from the date of the letter accompanying these conditions, this will be banked and confirm the booking. It will be refunded after the event if no damage is done to the Hall or equipment during the event and none of the following conditions have been broken.

In the event of damage to the Hall or equipment or any condition having been broken an appropriate deduction will be made from the deposit to cover the cost of the damage, additional cleaning or further expenses incurred by the Management Committee and the remaining balance refunded. If the cost exceeds the deposit a bill will be submitted for the balance after deduction of the deposit.

- b) Payment of the BOOKING FEE must be made at least 14 days before the event to the Treasurer.
- c) Failure to pay the deposit or booking fee by the due date will constitute cancellation of the booking and the Management Committee reserve the right to let the hall to a third party on the date of the booking.

2. The Management Committee reserves the right to cancel any booking should the Hall be required for Election purposes. The authority usually gives adequate notice on these occasions.

3. The Management Committee reserves the right to cancel any booking where the Hall is in an unusable condition due to unforeseen circumstances. The Management Committee cannot be responsible for any costs incurred to the hirer for this. The deposit and booking fee will be returned.

4. In the event of cancellation by the Hirer a refund of the deposit and booking fee will be at the discretion of the Management Committee.

5. The Management Committee will not be responsible for any loss or damage to Hirer's property whilst using the Hall. The Car Park is provided for the sole use of Hirers and Patrons but the Management Committee accept no responsibility whatsoever for parked cars or their contents.

6. The maximum number of persons permitted on the premises should not be exceeded.

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|----|---------------------------------------|-------------|
| a) | Dancing/Standing | 380 persons |
| b) | Close seated audience (Stage Play) | 180 persons |
| c) | Functions utilising seating at tables | 190 persons |
| d) | Functions combining (a) and (c) above | 252 persons |

7. Permission to sell or consume intoxicating liquor in the Hall; must be obtained from the Bookings Secretary before applying to the Magistrates for the necessary license.

8. It is the responsibility of the Hirer along with the licensee of any bar in operation at a function to ensure that minors do not buy or consume alcohol on the premises.

9. Crockery is not provided; caterers etc. must therefore provide their own.

10. Smoking is not permitted on the premises.

11. The heating will be set for your event. Please do not adjust the heating controls.

12. All windows in the hall are to be kept closed so as to contain any noise in the hall. The external doors must also be kept closed and only opened to allow people to enter or leave the hall. These doors must not be wedged open. The Hirers hereby undertake to ensure that no nuisance, whether by noise or otherwise will be permitted to occur during the period of hiring and further undertake to indemnify the Management Committee from and against all loss, damage or other consequences which may arise in the event of proceedings being taken or any notice being served under the provisions of the Control of Pollution Act 1974 or otherwise arising out of the use of the Hall by Hirers,
13. Driving of nails, screws, staples, drawing pins etc. into any part of the Hall or into the fixtures or fittings is prohibited.
14. Fire Extinguishers are in the Hall and instructions for use are shown on the appliance. First Aid Kit and Fire Blanket are in the kitchen. Please familiarise yourself with the Fire Exits.
15. Fire doors must be kept closed at all times. These and all emergency exits must be free of any obstruction.
16. The fire extinguishers have been checked and are in working order. If fittings have been tampered with or removed the authorities regard it as being used whether or not it has been discharged. Any charges incurred will be deducted from your deposit.
17. Liquid petroleum gas, oil lamps, gas lamps, candle lamps or any naked flames shall not be installed or used within the premises without the prior approval of the Licensing Authority. Electric lamps and other electrical appliances used within the stage area shall be sited so that they are not liable to come into contact with drapes, scenery or properties. The Fire Brigade shall be called to any outbreak of fire, no matter how small it may appear.
18. If any unidentified parcel, package or object is discovered in or around the hall do not touch but evacuate the hall immediately and dial 999, inform the police and fire brigade. Do not re-enter the hall.
19. All functions should end promptly at the time stated in the booking and the Hall vacated as soon as possible after that time but in any case the Licensing Authority and the Management Committee insist that ALL events discontinue music and the consumption of liquor at 11.45pm PROMPTLY and the Hirer vacates the Hall by 12.15am LATEST.
20. Clearing and cleaning up. At the end of the hire the Hirer must ensure that all equipment is properly cleaned and returned to where it was found. Brooms, mops, buckets etc. may be found in the cleaning cupboard on the stage. The following work must be carried out otherwise all or part of the deposit will be retained. **Due to the back to back turnover of hirers please ensure you leave the hall as per hall plan enclosed as failure to do this will be an automatic £20 deducted from deposit to pass on to next hirer for their time in rearranging chairs and tables.**
 - a) Wipe clean all tables and chairs as necessary.
 - b) Tables to be returned to their original position (please see hall plan enclosed).
 - c) Chairs to be stacked in piles of 5 in a single row along the side of the hall, beginning at the stage end (please see hall plan enclosed).
 - d) Sweep the hall floor and mop up any sticky marks caused by spills etc.
 - e) If the kitchen has been used, please clean the sink and work tops and mop the floor.
 - f) Sweep toilets and lobby leaving clean as found.
 - g) All rubbish and recycling must be taken home and NOT left at the hall **(automatic £20 fine if this is not done).**
 - h) All lights must be switched off.
 - i) Doors must be secure and locked as instructed by Caretaker.
21. All persons leaving the Hall are requested to do so quietly and in a considerate manner as this is a residential area.