

WALDRINGFIELD VILLAGE HALL – HIRE CONDITIONS

Thank you (the Hirer) for considering Waldringfield Village Hall as a venue for your event. For your peace of mind and ours (the Trustees), we ask that you take a few minutes to read these Hire Conditions. It is important that you read and understand these Conditions before returning your Booking Form and deposit.

1. The Hirer is 21 years of age or over and will be present at all times and responsible for the safety, supervision and care of the premises and all persons (those under 18 years of age must not be left unattended), including supervision of car parking.
2. The Hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose.
3. The Hirer understands that the hall is subject to the following RESTRICTIONS:
 - a. AMPLIFIED MUSIC must end at 11pm, except Sundays and Bank Holidays at 10pm.
 - b. SUNDAYS AND BANK HOLIDAYS: 9.00am opening and 10.30pm closing.
 - c. ALCOHOL is permitted but TO SELL ALCOHOL the Hirer must obtain the appropriate licence.
 - d. SMOKING IS NOT PERMITTED in any part of the hall.
 - e. The hall is NOT LICENSED FOR FOOD PREPARATION but food can be re-heated on site.
 - f. ANIMALS are not permitted in the Hall, with the exception of guide dogs.
 - g. BOUNCY CASTLES and FIREWORKS are activities which the hall's Insurance Policy does not cover. Please see a fuller list of ACTIVITIES NOT PERMITTED on the hall's Notice Board.
4. The Hirer is permitted to use the hall only during the hours specified and requested on the booking form and for the maximum seating capacity specified on the booking form.
5. The Hirer agrees to become familiar with the licenses, policies, restrictions which are displayed on the hall's notice board and which might affect this booking. Hirers with activities for children should be aware that the Village Hall Trust has a Child Protection Policy. Details on the hall's Notice Board.
6. The Hirer shall ensure that any electrical appliances brought onto the premises and used there shall be safe and in good working order and used in a safe manner.
7. The Hirer shall record full details of any accident in the Accident Report Book (to be found in the kitchen) and will report all accidents involving injury to the public to a Trustee as soon as possible. Any failure of equipment will also be reported by the Hirer as soon as possible.
8. The Hirer is aware of the location of fire equipment and understands the importance of keeping escape routes unobstructed and for fire doors to remain closed and, in the event of a fire, will call the fire brigade and evacuate the building.
9. The Hirer will leave the premises in a clean and tidy condition, properly locked and secured and will:
 - a. ensure care of the hall floor by wiping spillages
 - b. ensure contents temporarily removed from their usual positions are properly replaced;
 - c. wipe tables clean before stacking in the cupboard;
 - d. extinguish all lights (except safety lighting);
 - e. consider neighbouring properties by keeping noise levels to a minimum when leaving;
 - f. ensure the keys are returned as requested by or to the appointed Trustee.
10. Where a deposit is required, the balance will be payable six weeks prior to the date of the event. An additional returnable deposit will be required to cover damage/breakages and this will be

refunded within two weeks after the event and subject to the hall being left in a satisfactory condition.

11. In the event of the Hirer cancelling an event (described in 10.), six weeks notice must be given to receive a full refund. Within six weeks a refund will be at the discretion of the Trustees.
12. The Trustees reserve the right to refuse any booking and cancel any booking if the Hall should become unavailable for any reason, including rendered unfit for use or required for use as a Polling Station, in which case the Hirer shall be fully refunded any monies paid. The Trust's liability is limited to the refund of such monies.