New version 7 August

Norton Village Hall

TERMS & CONDITIONS OF HIRE

Please read carefully as the person making the booking and/or paying the hire charge will be held responsible for ensuring compliance with these conditions.

1. **The hirer is responsible for ensuring that:**
	1. A thorough ‘risk assessment’ is carried out prior to every activity for which the village hall’s facilities have been hired. This is to ensure that the health and safety of the hirer’s clients has been properly accounted for
	2. The hall is used in a safe, responsible and orderly manner and two named responsible persons are present for the whole period the hall is in use.
	3. Noise is kept within reasonable levels (especially the bass adjustments of bands and discos)
	4. Windows and doors are to be kept closed while music is played
	5. No alcoholic drinks are to be sold unless the appropriate licence has been obtained and is shown on request.
	6. All regulations relevant to the use of the hall are complied with.
	7. **The function must finish by 11pm** (midnight on Fridays and Saturdays; 10pm on Sundays) and **the hall is vacated and secured no more than half an hour later.**
2. **Before the hall is vacated the hirer shall insure that**
	1. The floors swept and any tables and worktops are wiped clean
	2. Any utensils and equipment used are cleaned and returned to their storage positions
	3. All the furniture is placed in accordance with the plan (in the entrance hall)and the hall is left in a clean and tidy state
	4. No bottles or cans are left on the premises and all other rubbish is removed.
	5. All taps, lights and electrical switches are turned off
	6. All windows and doors are secured
3. **The hirer is responsible for all damage to the hall or its contents during** **the period of hire.** All damage must be reported promptly to the booking clerk. The cost of rectification of damage (including WC blockages resulting from misuse) will be charged to the hirer or deducted from the deposit. The deposit will be returnable not later than 28 days after the event, subject to satisfactory hire.
4. **No nails, screws or similar may be fixed to any part of the hall** nor any other means of fixing which might remove paint or leave any visible damage when it is removed. This includes materials such as sellotape and Blu-tac.
5. **Smoking is prohibited throughout the building.** “The hirer shall ensure that the hirer’s invitees comply with prohibition of smoking in public places provisions act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises” and the hirer is liable.

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1. **Fire, safety and other regulations**
	1. All exit doors must be kept free of obstructions at all times
	2. There must be no alteration to or interference with electrical or other fittings
	3. Unauthorised use of the fire alarm may result in an extra charge being made
	4. Emergency problems or any injury arising or likely to arise must be reported as soon as possible to the booking secretary
	5. The maximum capacity of the hall is 200
	6. No sub-letting is permitted
	7. The premises must not be used for any unlawful purposes or in any unlawful way
	8. Nothing must be brought onto the premises which might endanger the property or it’s occupants or invalidate it’s insurance policies
2. **Any member of the \*committee or it’s agent, may enter the hall at any time** and reserves the right to refuse hire or to terminate the event immediately if the rules are not complied with.
3. **The \*committee shall not be responsible for any loss damage or injury** arising from the use of the hall and the car park, except if it can be shown to be negligent. The committee shall not be responsible for any loss arising from the hall being unavailable for the intended purpose, for whatever reason.
4. **Cancellation policy**

Regular users with bookings for 2 months or more ahead can cancel without incurring a penalty up to 48 hours beforehand. After that 50% of the hire charge will be levied.

‘One-off’ hires can be cancelled without incurring a penalty up to 7 days beforehand. After that the deposit will be forfeited.

1. **The Public Liability Insurance Policy** held by Association provides cover for incidents occurring on the premises owned by the Association. Hirers are advised to ensure that their own Public Liability policies cover **incidents occurring elsewhere** for which they may be held liable.

**\*The ‘committee’ refers to Norton Village Hall Management Committee**

**Norton Village Hall**

**Registered Charity # 1063062**