

GREAT BRIDGEFORD VILLAGE HALL

1. The committee assume the sole responsibility for the letting and usage of the Village Hall.
2. All persons hiring or using the Hall and its associated grounds shall be liable for ALL DAMAGE however sustained, and any missing items of equipment.
3. The committee DO NOT accept responsibility for the loss, damage or injury to persons and/or their property or consequence thereof, arising out of the use of the Hall by persons to whom it was let out or hired.
4. The Village Hall has general public liability insurance but hirers are advised that they should consider taking out insurance to cover their particular event (see point 3. above).
5. **Safeguarding.** Where appropriate, the hirer should have a suitable plan and policies in place to protect children and vulnerable adults for the duration of their hiring of the hall.
6. The Hirer will restrict the number of persons admitted to 200 (Fire Regulations), when the Hall is being used at any time for the purpose of dancing.
7. Unlicensed gambling or unseemly behaviour is strictly forbidden.
8. Application acceptance for hire to be in writing.
9. "Conditions of Hire" to be accepted.
10. Smoking is not permitted anywhere within the building.

CONDITIONS OF HIRE

- a) Hiring fees to be at the discretion of the Committee.
- b) Times of hire to be strictly adhered to.
- c) All main doors to be kept closed from 9.30 pm onwards, when a Disco or Band is performing, to avoid disturbance to local residents.**
- d) No equipment to be used without prior permission.
- e) Care to be exercised in the use of all electrical appliances, and arrangements made to ensure the switching-off of all electricity before vacating the building. (NB. Water heater in the kitchen).
- f) All discrepancies or defects to be reported to the Bookings Secretary.
- g) All hiring fees to be paid on collection of the keys.
- h) The rules of the Village Hall Committee must, where applicable, be accepted.
- i) Hall, kitchen and cloakrooms to be swept out and left in a clean condition, including sinks, toilets and cooker.**
- j) All windows to be closed and locked before leaving the Hall, and main and kitchen doors locked and the emergency exit in the small hall checked to ensure it is securely closed. All radiators to be left as found.
- k) Tables and chairs to be stacked at the back of the stage after use, and the stage to be left in a tidy condition.
- l) A deposit of £25.00 shall be paid by all Hirers in advance to the Secretary, who within 28 days of termination of the hire date will repay such deposit to the Hirer, less the cost of rectifying any damage caused to the premises and/or contents thereof, during or as a result of the hiring. In the event of a booking being cancelled less than 14 days prior to the function, a cancellation fee of £10 will be charged.
- m) Before applying for a Temporary Event Notice (TEN) (or engaging with an external organisation like a pub who would be applying for one), permission must be obtained from the Bookings Secretary. This is to ensure that the limited allocation of TENs allowed to the Hall is not exceeded.

The Committee wish to advise that the service road in front of the houses opposite the Village Hall is a private road and must NOT be used for car parking.