

DAGLINGWORTH VILLAGE HALL

Introduction

1. Through this written hiring application, the Trustees require all hirers to comply with these terms and conditions of hire. A hirers signature will be deemed as acceptance of these terms and conditions.
2. The Trustees will endeavour to provide premises safe for public use.
3. The Trustees have been instructed to draw the attention of all hirers to these terms and conditions, to acquaint hirers with the locations and use of the hall's emergency equipment, evacuation procedure and the need for the hirer to avoid the creation of public nuisance or disorderly behaviour during the event for which they are responsible.
4. The Trustees shall not be held in any way responsible for the loss, damage, theft or accident to any persons or their property within the Village Hall premises beyond its legal responsibility as owner of the hall.
5. No responsibility can be accepted for services/organisations retained by the Hirer to provide entertainment or services (his/her agents) while on the Village Hall premises or within boundaries of the surrounding land owned by the Trustees of the Village Hall.

TERMS AND CONDITIONS OF HIRE

HIRE APPLICATIONS

1. No agreement or contract of hire will exist until the application has been approved and confirmed by the Trustees.
2. Applications from persons under the age of 18 will not be accepted.
3. The Trustees reserves the absolute right to refuse or cancel a booking at its own discretion.

Rooms are available for hire at the following rates.

Main Hall and Kitchen	£9.50 per hour
Activities Room and Kitchen	£8.00 per hour
Committee Room	£5.00 per hour
Whole Hall	£20.00 per hour
Whole Hall excluding Committee Room	£16.00 per hour
Hire of the Bar	See " The Licensed Bar section "

Wedding Package £200.00 for the day up to 6pm after which normal charges apply.

Residents of Daglingworth are given a 10% discount off the above rates.

N.B THE BAR IS SITUATED IN THE ACTIVITIES ROOM AND THIS ROOM MUST BE HIRED IF THE BAR IS REQUIRED.

Bookings are not confirmed until we have received and approved your completed Booking Form.

The hall must be vacated by 12 midnight . This is to minimise the nuisance to local residents.

COST OF HIRE

Charges for the hire of facilities will be in accordance with the rates published and applicable at the date and time of the event. Hire rates are subject to an annual review and the Trustees reserves the rights to vary the rates of the hall hire as and when necessary.

Hire periods must be long enough to allow for any setting up of and dismantling /putting away any furniture and equipment.

PAYMENT TERMS

Your invoice for hire of the Hall and any other relevant charges will be issued after your event. Payment terms are strictly upon receipt of invoice. These terms may be modified at the Trustees discretion for long-term hirers.

CANCELLATION

Please note that where an event/function is cancelled within 7 or less days before the hire date a 50% cancellation for the charge will be issued .

For weekly/fortnightly/monthly regular hirers of the hall, we require a 4 week notice cancellation period otherwise a months rent will apply.

THE HALL

The Hall has a fully equipped kitchen with sufficient china and cutlery for 100 guests. Sharp knives are stored in a separate lockable box on top of the Fridge/Freezer. The Kitchen has a double electric cooker, two large sinks, large fridge freezer, warming cabinet, tea urn and two kettles.

No tea towels or cleaning products are provided. In exceptional circumstances items can be stored in the hall after it has been agreed by the bookings secretary. Charges may apply for stored items.

The Activities Room is laid out with tables and chairs for 25 guests - up to 50 people can be accommodated using extra chairs from the main hall. A skittle alley is also available for use. The bar is also situated in this room.

Folding trestle tables and chairs sufficient for 100 guests are stored in the main hall.

The committee room contains a round table with seating for 6 people an ideal room for small meetings. The hall is connected to Wi Fi, the code can be obtained from the Booking Secretary.

There is a full sized pull down screen in both the Main hall and the Activities room.

Disabled access is through the main door and a disabled toilet with wheelchair access is situated off the main corridor.

After use, all items must be left clean and all furniture returned to its proper place. Any breakages must be reported and will be charged on the invoice for your event. The hall is inspected after each hire. The Trustees reserve the right to make an additional charge of £50.00 for cleaning of the hall and rubbish removal, should this prove to be necessary.

PLEASE TAKE ALL YOUR RUBBISH AWAY AS WE DO NOT HAVE FACILITIES FOR DISPOSAL OF ANY RUBBISH - PLEASE NOTE BIN BAGS ARE NOT PROVIDED.

There are ample parking facilities at the rear of the hall. All vehicles belonging to the Hirer, his/her guests or agents should be parked in the car park at the rear of the Hall during the Hire period. Vehicles and their contents are left in the car park at the owner's risk. PLEASE DO NOT PARK CARS ON THE ROAD OR BLOCK RESIDENTS ACCESS TO THEIR PROPERTIES.

THE LICENSED BAR

ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED THROUGH THE BAR.

Please contact the Licensee at least 3 weeks prior to your hire date to discuss bar hire and any special requirements you may have and to allow our Licensee to explain our compliance with the law. Examples of special requirements would be the provision of pre-poured wines for toasts, champagne, licence extensions etc. If you are in any doubt we ask you contact the Licensee. The Licensee's contact number can be obtained from the Booking Secretary.

SAFETY AND SECURITY OF PREMISES AND PERSONS

- (a) **KEYS** The hirer is responsible for the safe keeping of the keys whilst in the hirers possession.
- (b) **Smoking** All rooms and areas within the hall are designated **NO SMOKING**.
- (c) **Naked lights and Decoration** the use of candles or other forms of naked lights is forbidden on the village hall premises and decorations must be constructed of fireproof material.
- (d) **FIRE EXITS** All fire exits are not, under any circumstances, to be obstructed by furniture or other items e.g Bouncy castles
- (e) **ELECTRICAL EQUIPMENT** The hirer is responsible for ensuring that all electrical equipment they intend to use on the premises has passed and been labelled as passed its Portable Appliance test (PAT) for electrical safety within the last 12 months.
- (f) **EXCESSIVE NOISE** the hirer shall ensure that noise produced by the event shall not cause a nuisance to nearby residents and others.

WE STRONGLY RECOMMEND HIRERS BRING WITH THEM A MOBILE PHONE AS IN THE EVENT OF AN EMERGENCY THERE IS NO TELEPHONE IN THE HALL OR PUBLIC TELEPHONE IN THE VILLAGE.

There is a defibrillator sited in the porch of the hall.

The hirer shall be responsible for re-instatement of all loss or damage to the Village Hall, its contents and / curtilage arising as a result of any act, omission, default or negligence on the part of the Hirer, their agents or guests. This responsibility commences when the Hirer receives the keys from a person designated by the Trustees and terminates when the keys are returned. The Hirer indemnifies the

Trustees against all costs, claims and demands arising during that period of responsibility.

I hereby agree and accept these terms and conditions .

Signature:

Name:

Date:

Please print sign & scan and email bookings@daglingworthvillagehall.com