

ALDERBURY VILLAGE HALL TERMS & CONDITIONS OF HIRE

Introduction

This document covers the Terms and Conditions for hiring Alderbury Village Hall whether for short, extended or regular periods and for large or small events. Its purpose is to protect the interests of Alderbury Parish Council, the Village Hall Trustees and Hirers by ensuring the Hall is maintained to the highest possible standard especially for handing over between one hirer and the next.

The Terms and Conditions were reviewed and updated in January 2024 by the Trustees to bring them into line with the increased requirements of the Hall's insurance policy and to ensure the Hall was made more widely available and accessible to all Alderbury's residents, groups and organisations.

Please read the document carefully paying particular attention to those parts highlighted in bold.

Definitions

For the purposes of any hire agreement and the standard conditions of hire, the terms "Hirer" or "you" shall mean an individual Hirer or, where the "Hirer" is an organization or business, that organization or business. The term "Trustees" equates to the Alderbury Village Hall Management Committee who exercise day-to-day management of the Hall through the Booking Clerk. "Premises" or "Rooms" mean those parts of the Hall stated on the Booking form being those subject to hire. "Booking" means the contract between the Hirer and the Trustees. "Period" means the time or times reserved under these terms and "Function" or "Event" means that event described and requested by the Booking. If the Hirer is in any doubt as to the meaning of any of the conditions, the Booking Clerk should immediately be consulted.

Hiring Agreement

In consideration of the Hire Fee detailed on the Booking Form, the Trustees agree to permit the Hirer to use the Premises for the Function and for the Period(s) described in the booking form. All details inserted in the booking form are part of this Agreement. This Hiring Agreement includes these Standard Conditions and Special Conditions set out below.

The Booking Clerk has authority from the Trustees to refuse to let the Hall to any person or body without explanation.

These Terms and Conditions and any regulations applicable to the Hire are governed by English Law. Any disputes arising will be submitted to the exclusive jurisdiction of the English Courts.

STANDARD CONDITIONS OF HIRE

1. Use of the Premises

The Hirer shall not use the Premises (including the car park) for any purpose other than that stated in the booking form and/or agreed with the Booking Clerk and shall not sub-hire or use or allow the Premises to be used for any unlawful purpose or in any unlawful way, nor do anything which may endanger the building or occupants. Hirers must **not allow** the consumption of alcohol in the Hall without written (email) permission from the Trustees through the Secretary.

The **Premises** available for hire comprise the following:

Main Hall: Main Hall area, stage and side access rooms to stage, main kitchen, entrance hallway, male/female and accessible toilet/baby's changing room. Access from the front door of the building.

Fountain Room: Meeting room, small kitchenette, with corridor and accessible toilet shared with Wiltshire Room. Access from the side door of the building.

Wiltshire Room: Small meeting room, wash hand basin, with corridor and accessible toilet shared with Fountain Room. Access from the side door of the building.

The Hirer shall only use the room(s) specified in the booking form. The use of other areas of the Hall not included in the Premises booking is not allowed and will be subject to additional charges. Hirers should note other room(s) may be in use.

2. Occupancy and seating plans

The **maximum occupancy** of Hall is not to exceed 300 people. The maximum for each of the rooms depends on the seating arrangements (see table below).

These are legal permissible calculations but may not be achievable depending on the type of event. Hirers are recommended to make a physical inspection of the Hall if capacity requirements are close to these maximums.

The Hirer will at all times ensure that the maximum capacity is not exceeded, as detailed in the table below:

Seating arrangement	Cocktail / Standing Informal / Dance	Auditorium	Dining	Classroom
Main Hall	270	130	120	60
Fountain Room	40	25-30	32	20
Wiltshire Room	4	4	4	4

Seating shall be arranged to provide gangways between rows of seats of no less than 1.1 metres in width and shall lead direct to exits. The number of seats in any row shall be arranged so that the middle seat in any row is no more than 3.5 metres from a gangway as measured along the line of seating.

3. Fixtures, Fittings and Equipment

The Hire of the Premises includes the use of fixtures, fittings and equipment available at the Hall, including, but not limited to, furniture, appliances, crockery and cutlery.

No alterations or additions may be made to the Premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the Premises without the prior written approval of the Trustees. Any alteration, fixture or fitting or attachment so approved shall be removed by the Hirer who must make good to the satisfaction of the Trustees any damage caused to the Premises by such removal. Any such fixture or fitting must be fire retardant.

Furnishings and kitchen/dining utensils will be stored clean and ready for the next Hirer's use, depending on the requirements discussed and confirmed with the Booking Clerk. The Hirer shall be responsible for leaving all furniture, cutlery, crockery, appliances, and any other item provided clean and stored in the same place as found. **Failure to comply with this will incur a charge to be deducted from the Security Deposit.**

4. Period of Hiring

The Period requested in any booking shall include any and enough time for set-up and clearing up, in addition to the actual Function timeframe. **Any Hirer exceeding their stated booking times will be subject to additional charges.**

Events at the Village Hall are only permitted between 8 am and midnight Monday to Sunday.

Music must cease by 23.00 hours. Our licence for music runs until 23.30 on Fridays & Saturdays & until 00:10 on New Years Eve. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

All areas of the Hall are regularly cleaned and maintained to a high standard of cleanliness. At the end of the hiring period, the Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, any contents temporarily removed from their usual positions properly replaced, all the equipment and other property brought in removed, and all the rubbish bins emptied and removed. **Failure to leave the Hall and particularly the kitchen in the condition in which it was taken over will incur a cleaning charge to be deducted from the Security Deposit.**

The Hiring Agreement constitutes permission only to use the Premises during the specified period and confers no tenancy or other right of occupation on the Hirer.

5. Supervision

The Hirer must be 21 years or older at the time of booking, and hereby accepts responsibility for being in charge of and on the Premises at all times when the public are present, and for ensuring all conditions and regulations made in respect of the Premises under these terms are met. Children are not permitted to be left unsupervised within the building at any point.

The Hirer shall, during the period of the hire, be responsible for: supervision of the Premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the Premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the adjacent roads and neighbouring properties. At the sole discretion of the Trustees, the Hirer may be liable to make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

The Hirer is responsible for ensuring any caterers, contractors, performers and/or staff/volunteers are aware of the hire period and that they will not be able to enter before or leave after the hire period, including their setting up and clearing out.

6. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Booking Clerk or a member of the Trustees as soon as possible and complete an accident/incident report form (contained in the First Aid box affixed to the kitchen wall). Any failure of, or damage to, equipment belonging to the Hall must also be reported as soon as possible.

7. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises other than for events agreed by the Booking Clerk. **No animals whatsoever are to enter the kitchen at any time.**

8. Stored Equipment and Hirer's Other Property

Hirers may store equipment beyond the Hire Period only with written approval of the Trustees. **The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.** All equipment and other property (other than the agreed stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Trustees may, at their discretion dispose of any such items in any of the following circumstances:

- Failure by the Hirer either to pay any charges in respect of stored equipment due and payable, or to remove the same within 7 days after the agreed storage period has ended.
- Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Trustees disposing of any such items by sale or otherwise on such terms as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

9. Noise

The Hirer shall ensure the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall also ensure that where live music is performed, this is played at such a level so as not to cause a nuisance to Hirers of other parts of the Hall or to neighbouring properties. All windows and doors will be kept closed except for access and egress when regulated

entertainment is being provided within the hall. There are signs fixed near all exit doors to the building requesting patrons be quiet on leaving the premises.

10. Smoking

Smoking is not permitted in any part of the building. The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

11. Fire Hazards, Flammable Substances and Items

The Hirer shall ensure that highly flammable substances are not brought into or used in any part of the Premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Trustees. No decorations are to be put up near light fittings or heaters.

No unauthorised heating appliances shall be used on the Premises when open to the public without the consent of the Trustees. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

All scenery, draperies, properties and decorations shall be rendered flame-retardant and maintained in this condition. Paper decorations should not be affixed to the walls or ceiling. Cotton wool shall not be used for scenery or decorations or as part of the costumes of the performers whether or not treated with flame-retardant solution. No naked-flames are to be used without the written authorisation of the Trustees and this will not be granted if in breach of Fire Regulations or Insurance restrictions.

Smoke machines are not permitted in the Hall. The Hall is equipped with Smoke Detectors and the Alarms will be triggered. Similarly, Fireworks are not permitted in the Hall or in the Hall grounds.

12. Car Park

The users of the car park do so at their own risk. Trustees will not accept liability for any accidents, damage or loss incurred.

Anti-social behaviour in the car park area is prohibited at all times.

Events which include catering vans in the car park require permission of the Trustees.

LEGAL REQUIREMENTS

1. Safeguarding

In case of a Hire for an event for young people under 18, then at least 3 responsible adults over 21 must be in attendance at all times. Please refer to Action with Communities in Rural England (ACRE) Information Sheet No 5.

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Trustees with a copy of their DBS check and Child Protection Policy on request.

2. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the Hall's Health and Safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Booking Clerk. Please note the Hall has no telephone. Please ensure you have a mobile phone in good working order with you. The Fire Safety instructions include the following matters:

- Action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.
- The location and use of fire equipment.
- Escape routes, Fire Exits and the need to keep them clear.
- Appointment of stewards.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

In advance of any activity whether regulated entertainment or not the Hirer shall check the following items, included in the start of hire checklist:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

3. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

<https://www.food.gov.uk/about-us/food-and-feed-codes-of-practice>

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

4. Supply of Alcohol, Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hall is subject to the provision of the Licensing Act 2003 and the Hirer must at all times comply with the Act and all its amendments.

The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003. Drunk & disorderly behaviour will not be permitted, if someone refuses to leave when politely asked to do, they need to be warned of committing a criminal offence, if they still refuse to leave then the Police should be called, do not attempt to remove them for safety reasons.

The Hall's alcohol policy is available on our website but please note the following conditions:

- Right to challenge under 25 to prevent under age sales.
- Under no circumstance must alcohol be served to, consumed or provided by under 18-year olds.
- Alcohol must not be served to anyone showing clear signs of drunkenness.
- No special arrangements are necessary if the supply of alcohol is free of charge.
- Sale of alcohol, or if the price of the ticket includes an alcoholic drink, requires a license. Please check the Alcohol policy on our website:
<https://hallbookingonline.com/alderbury/documents/six.pdf?878466>
- **Anti-social drinking alcohol in the car park area is prohibited at all times.**

Any breach of the regulations can result in the sale of alcohol being stopped immediately by a Trustee, the Council, or the Police. The Hirer will be liable for any breach in the law and for any penalties served as a result.

5. Insurance and Indemnity

The Hirer shall be liable for:

- a. The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.
- b. All claims, losses, damages and costs made against or incurred by the Trustees, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer.
- c. All claims, losses, damages and costs made against or incurred by the Trustees, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Trustees shall take out adequate insurance to insure the liabilities described in clause 5a above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in clauses 5b and 5c above. The Trustees shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Trustees and the Hall's employees, volunteers, agents and invitees against any insurance excess incurred and the difference between the amount of the liability and the monies received under the insurance policy.

Where the Trustees do not insure the liabilities described in clauses 5b and 5c above, it is strongly recommended and, depending on the event, it shall be deemed mandatory, that the Hirer takes out

adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire. If insurance is required, the Hirer shall on demand produce the policy and current receipt or other evidence of cover to the Booking Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the Booking Clerk to rehire the premises to another Hirer.

6. Gaming, Betting and Lotteries

The Hirer shall ensure nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. More information on permissible activity in Community Halls can be found at: <https://www.resourcecentre.org.uk/information/licensing-and-regulations> or by visiting the Gambling Commission website at: www.gamblingcommission.gov.uk/PDF/quick-guides.

7. Electrical Appliance Safety

The Hirer shall ensure any electrical appliances brought by them to the premises and used in or around the Hall shall be in safe good working order, PAT (Portable Appliance Test) certified when more than 12 months old where applicable, or otherwise protected by the Hirer's own fully working Plug or Plug-In Adapter RCD (Residual Current Device), and used only in a safe manner, in accordance with the Manufacturer's guidelines.

8. Fly Posting and Advertising

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each of the Trustees accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

The Trustees reserve the right to cancel, with no notice, any event that is found to be advertised in any media without their authorisation.

9. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with current legislation and any code of practice used in connection with such sales. You can find more information here <https://www.businesscompanion.info/en/quick-guides/goods/car-boot-sales>.

The Hirer is responsible for their own arrangements in Jumble Sales, Plant Sales etc.

Any unsold goods are to be removed at the end of the hiring.

No second-hand electrical goods are be sold in the Hall.

10. Performances & Copyright Licenses

The Hall licence permits the following activities: Performance of Plays, Indoor Sporting Events, Performance of Live Music (indoors), Playing of Recorded Music (indoors), Performance of Dance (indoors), Entertainment of a similar description to that falling within the foregoing, Provision of facilities for making music (indoors), Showing/Exhibiting of films, videos and DVD's.

The public showing of films must comply with legislation. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. The organiser must get consent from the Booking Clerk.

The Hall does not need, and does not hold, a Television Licence. Any User/Organisation of the Hall using a laptop (or any other device) to watch or record television programmes as they are being shown on TV or live on an online TV service, or to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer, by law, must hold their own TV Licence. The Hall will not accept responsibility for any fines or penalties imposed.

The Hirer shall ensure that their function is included within the activities licensed to the Hall or holds a license for their activity. Where the license in place is held by the Hirer, a copy of such license shall be submitted to the Booking Clerk on request.

PAYMENT AND CANCELLATION POLICY

1. Hire Fees

The Hirer will be responsible for payment of the hire fees, which will be calculated in accordance with the latest hire rates, published on our website. Any bookings should include time to set up and to clear away. Any overruns will be charged for.

2. Payment terms

For recurring bookings (weekly, fortnightly, monthly):

- First monthly instalment to be paid when completing the booking.
- Subsequent monthly instalments to be paid upon receipt of invoice before the monthly recurrence starts.
- For first time hirers, a refundable security deposit of the equivalent of a monthly instalment will be required prior to the start of the first hire period. This deposit will be refunded or used as the 4th month instalment, provided that the Village Hall has no reason to forfeit the refund.

For one-off bookings:

- A refundable Security Deposit as stated in the current hire rates to be paid at time of booking.
- For weddings and large parties, a £100 deposit is required and full payment on confirmation of booking.
- Preferred Method of Payment by Bank Transfer:

Account Name: Alderbury Village Hall-Fund-BIA
Sort Code: (Lloyds) 30-97-41
Account Number: 00186905
(Please quote Invoice Number in online payment reference)

If paying by cheque please return two cheques - one for the Hire Charge, and one for the Security Deposit. Cheques to be made payable to Alderbury Village Hall.

If you would like the Security Deposit cheque returned, please provide a stamped Self Addressed Envelope. Otherwise, your Deposit cheque will be destroyed once the Trustees have completed their post-hire inspection.

Cheques or cash to be delivered to:

Alderbury Village Hall Bookings:

Paula Dean

32 Woodlea Grange,

Alderbury,

Salisbury

SP5 3PA

Telephone: 01722 710486

E-Mail: bookings@alderburyvillagehall.org.uk

3. Security Deposit

The Security Deposit will be returned upon inspection of the Hall following your hire, provided that all clauses stated in these terms and conditions have been met, particularly clauses regarding damage and cleanliness of the Hall.

The retention of the Security Deposit does not forfeit the right of the Trustees to charge back to the Hirer any extra costs incurred to reinstate the Hall to its original condition prior to your Hire.

The Security Deposit will be refunded within 21 days of the end of your hire.

4. Booking Amendments

If the Hirer, for any reason, decides to amend the hiring period before the event, whether changing the date and/or the duration, the booking fees will be recalculated according to the new hiring period.

If the amended hiring period is shorter than the original booked, adjustments will be made only on the percentage of booking fees not already paid to the Hall. No refunds will apply.

Any amendment is subject to availability, and confirmed bookings take priority over any amendment requests.

If the hiring period has to be extended after the start of the event, due to not enough time booked for setting up or clearing out, every extra hour will be charged at double price of the one-off bookings hourly rate.

5. Cancellations

Should the Hirer, for any reason, cancel the booking, the following will apply:

For bookings up to 5 hours, non-repeating, if cancellation is made:

- within 14 days of booking, and at least 30 days prior to the date of the hire, any booking fee paid will be refunded in full
- at least 30 days prior to the date of hire, any fees already paid will be refunded less the 10% non-refundable deposit.
- between 29 and 14 days prior to the date of hire, any fees already paid will be refunded less 25% of the total hiring fee.
- between 13 and 7 days prior to the date of hire, any fees already paid will be refunded less 50% of the total hiring fee.
- less than 7 days prior to the date of hire, no hiring fees will be refunded, unless the Hall is booked on the same hire period, in which case, 50% of the hiring fee will be refunded.

For bookings longer than 5 hours, up to 10 hours, non-repeating, if cancellation is made:

- within 14 days of booking, and at least 60 days prior to the date of the hire, any booking fee paid will be refunded in full
- at least 60 days prior to the date of hire, any fees already paid will be refunded less the 10% non-refundable deposit.
- between 59 and 30 days prior to the date of hire, any fees already paid will be refunded less 25% of the total hiring fee.
- between 29 and 14 days prior to the date of hire, any fees already paid will be refunded less 50% of the total hiring fee.
- less than 14 days prior to the date of hire, no hiring fees will be refunded, unless the Hall is booked on the same hire period, in which case, 50% of the hiring fee will be refunded.

For bookings of all day or more, as well as recurring bookings or consecutive days bookings, if cancellation is made:

- within 14 days of booking, and at least 90 days prior to the start date of hire, any booking fee paid will be refunded in full
- at least 90 days prior to the start date of hire, any fees already paid will be refunded less the 10% non-refundable deposit.
- between 89 and 60 days prior to the date of hire, any fees already paid will be refunded less 25% of the total hiring fee.
- between 59 and 30 days prior to the date of hire, any fees already paid will be refunded less 50% of the total hiring fee.
- less than 30 days prior to the date of hire, no hiring fees will be refunded, unless the Hall is booked on the same hire period, in which case, 50% of the hiring fee will be refunded.

In all cases, any Security Deposit already paid will be refunded, provided that the event has not started, in which case the Security Deposit will be refunded according to the security deposit rules.

The Trustees reserve the right to cancel any hiring by written notice to the Hirer in the event of:

- a. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye- election;
- b. the premises becoming unfit for the use intended by the Hirer.
- c. an emergency requiring the use of the Hall.
- d. a Force Majeure event beyond the Hall's reasonable control, including but not limited to, natural or weather disasters, epidemic or pandemic, building accidents, actions taken by a government or public authority.
- e. The Trustees reasonably considering that
 - i. such hiring may lead to a breach of licensing conditions, if applicable, Hall hire Terms and Conditions or other legal or statutory requirements, or
 - ii. unlawful or unsuitable activities will take place at the premises as a result of this hiring, or

In cases **a** to **d** above the Hirer shall be entitled to a refund of any deposit already paid.

In case of **e**, the Hirer will be required to provide proof that the concerns are unfounded, and failure to do so will mean the hirer will not be entitled to any refund whatsoever.

All refunds should be processed within 30 days of the cancellation notice.

The Trustees total liability for any matter or cancellation arising out of the booking shall in all circumstances be limited to the hire fee paid by the Hirer and shall not be liable for any resulting consequential loss or damages.

Nothing in these Terms and Conditions shall limit or exclude the Trustees liability for death or personal injury caused by their negligence, fraudulent misrepresentation, or any other liability for which is unlawful to exclude or limit liability.

ADDITIONAL GUIDELINES

1. Opening and Closing the Hall

Arrangements for access to the Hall will be made shortly before your hire – please contact Paula at bookings@alderburyvillagehall.org.uk three days before the event to arrange a suitable time to collect the keys.

Guests are expected to vacate the premises within thirty minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

2. Furniture

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables neatly in the storeroom. A first aid box is located in the kitchen, and an Accident Report book is kept in the drawer next to the cooker. All recorded accidents must be reported to the Trustees as soon as possible. It is the duty of the Trustees to inform the authorities.

3. Heating

The heating operates by a timer, remotely controlled by the Booking Clerk. Temperature during events is set up at 21 degrees. If you'd like to change the temperature, please get in touch prior to the event to discuss options. Please do not amend the temperature or turn the heating off as it will affect other hirers.

4. Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are a disturbance for local residents.

You must not use drawing pins or tape on the walls or other surfaces, use Blu-Tack or 3M Command hooks if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Hall clean and tidy. In particular we ask you to ensure tabletops are wiped clean before being stacked in the storeroom. Please remove all rubbish and take it with you when you leave – the Hall does not have bins.

5. Use of the Recreation Facilities

Alderbury Recreation Ground is a public facility managed by Alderbury Parish Council and is available for use by the public.

Use of the Recreation Ground in conjunction with the Hall is at the discretion of the Parish Council, and if agreed, all outside activity must comply with the Alderbury Parish Council Recreation Ground Policy.

For more details about the Recreation Ground please visit

http://www.alderburyparishcouncil.gov.uk/Recreation_Ground_Bookings_34495.aspx

6. Use of the Alderbury Sports and Social Club Facilities

Alderbury Sports and Social Club is a separate organisation from the Hall, although the Club facilities are property of the Hall and they can be connected. If you would like to use their bar facilities for your event and thus having the interconnecting door open, please contact Natalie Channing via email natchanning@outlook.com or on 07936 023883.

7. Faults/Damage/Comments

Please report any faults or damage to the Booking Clerk as soon as possible so that they can be rectified quickly. The Trustees welcome comments or observations that you may have about your hire of the Hall.