

## **Terms & Conditions of Hire for Occasional Events.**

### **To be read in conjunction with general conditions of hire.**

Definition of hirer: The named person creating the booking will be classed as the hirer.

1. Please complete the online booking form and pay deposit within 14 days of receipt to secure the booking.
2. Any outstanding balance must be settled 14 days before the hire. Entry to the hall is electronic via a keypad and once full payment has been received a numerical code will be sent to you. Your unique code will allow access to the hall during your booked hire.
3. Payment should be made by bank transfer. Account name: Branston & Mere Village Hall, Sort code: 30-95-96 and Account number: 32989760. The hirer should provide their account name, sort code and account number for a return of the deposit.
4. Security deposits are normally refunded not later than 28 days after the hire date. Failure by the hirer to comply with the Conditions of hire may result in the forfeiture of the deposit. If the hirer cancels a booking, the deposit will be refunded in full if a minimum of 28 days' notice is given, 50% for a minimum of 14 days' notice. Any less notice and a refund will be at the discretion of the management committee. In the event the hall suffers any damage to fixtures and fittings, all or part of the deposit may be retained to cover the cost of repairs.
5. Sufficient stewards should be on duty and at least one steward on door duty during the whole function to prevent unauthorised access.
6. If a bouncy castle is used, a protective covering must be used underneath the bouncy castle and the generator/blower. A copy of the bouncy castle insurance must be sent to [branstonvillagehallsecretary@hotmail.com](mailto:branstonvillagehallsecretary@hotmail.com)
7. The management committee reserve the right to:
  - a. Refuse any application for the hire of the hall for any reason it may deem sufficient.
  - b. Waive or alter all or part of the Conditions of hire for any reason that it deems sufficient.
  - c. Free admission of not more than 2 committee members to any function to check that conditions are being complied with. No such admission allows participation in the function.
8. Persons hiring the hall are responsible for the conduct of persons attending the function at the hall organised or promoted by themselves and hirers are responsible for

ensuring that the needs of the residents are respected and that persons attending the premise must leave the venue and area quietly.

### **Checklist**

Tables and chairs stacked correctly as found.

Floor swept / spillages cleaned / rubbish bagged and disposed of in correct bin / decorations and sticky tape removed from walls and tables.

Fire doors fully locked until the knob cannot be turned clockwise or anticlockwise on the notice by the lock anymore as stated.

Lights out – Main hall, Kitchen and store rooms ( Corridor and toilets are automatic )

Entry / Exit door secure.

And once again, Please leave quietly.

Many thanks.