

**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 the deposit within 14 days of receipt to secure the booking.
- 2) Any outstanding balance must be settled 14 days before the day of 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 by the Booking Clerk. Your unique code will allow access to the Hall during the actual time booked.
- 3) Payment should be made by bank transfer. Account Name: Branston & Mere Village Hall, Sort Code 30-95-96 & 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 date of the event. 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 returned in full, if a minimum of 28 days' notice is given or 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 that the Hall suffers any damage to fixtures and fittings, all or some 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 under the castle and the generator/blower. A copy of the bouncy castle insurance must be sent to branstonvillagehallsecretary@hotmail.com
- 7) The Management Committee reserves 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 two committee members to any function to check that conditions are being complied with. No such admission allows participation in the function.

Checklist

Tables and chairs stacked correctly as found.

Floor swept / Spillages cleared / Rubbish bagged / decorations & sticky tape removed from walls & tables and excess glass bottles removed.

Fire Doors fully locked until the knob cannot be turned clockwise or anticlockwise on the notice by the lock any more as stated.

Lights out – Main Hall, Kitchen & Store Rooms (Corridor & all toilets are on auto)

Entry / Exit door secure.

Please leave quietly.