

BRANSTON BOOTHS VILLAGE HALL – CONDITIONS OF HIRE

- All applications for the hire of the hall **and all communications** relating thereto should be made to the booking system
<https://hallbookingonline.com/branstonbooths>
- A deposit of £50 is required by all private bookings unless previously agreed, and this will be refunded, subject to an inspection of the Hall and the end of the hire agreement by a committee member.
- All payments go to the treasurer of the Hall Mr M Price of 40 Moor Lane, Branston Booths, Lincoln, LN4 1JE
- The hire charge and deposit is made on booking the hall via <https://hallbookingonline.com/branstonbooths> no more than 14 days before the hire of the hall.
- Late cancellations of the Hall (within those 14 days prior to the hire) will result in the loss of deposit, however the hire charge will be refunded.
- The use of the Hall must be restricted to the use and accommodation specified at the time of booking.
- Sub-letting of the Hall is strictly prohibited.
- The hirer of the Hall shall be responsible for an article placed or left in the cloakroom or elsewhere on the premises and shall indemnify the Branston Booths Village Hall Committee Members against any claim or loss or damage to any article left or deposited therein during the use of the Hall.
- All tables and chairs used must be cleaned and returned to storage after use.
- **Professional Hirer(s) of the Hall will ensure that they have all relevant insurances in place, thus indemnifying Branston Booths Village Hall against any litigation, that may occur during the period of hire.**
- The hirer(s) shall be responsible for the orderly conduct of all attendees to the function for which the Hall has been booked and will be expected to undertake or make good any damage to, or loss to the buildings structure, furniture, equipment and or other items belonging to the Hall hired and used by the Hirer(s).

- **The attachment of any notices displays or decorations to the sound boards are only permitted at the discretion of the Branston Booths Village Hall Committee and majority of display will be on the board on entry to the Hall.**
- Branston Booths Village Hall Committee Members reserve the right to: -

Free admission of not more than 2 accredited Committed representatives to any function at the Hall, however, such admission does not permit the representatives to participate in any of the activities for which the Hall has been hired.

To waive the whole or any part of the schedule of charges for any reason

To refuse any application for the hire for any reason as may seem sufficient at the time.

The hirer(s) will be responsible for ensuring all terms of licences granted by the local authority are strictly adhered too, particularly in reference to:

CURRENT PERMITTED CAPACITIES ARE:

SEATED WITHOUT TABLES: 150

SEATED WITH TABLES: 100

STANDING: 180

DANCING: 150

- FIRE EXITS: ALL approaches to and from ALL exit doors must be kept free from all obstructions at all times.
- Smoking is NOT permitted in ANY areas of the Village Hall at any time.
- The wearing of ANY footwear likely to caused damage to the floors in **NOT PERMITTED.**
- A period of ½ hour (and at the Committees discretion) to allow for preparation time for the event the Village Hall has been hired for will be FREE OF CHARGE.

- Any items which would interfere with another other hirer(s), must be removed 24hrs after the event.
- ALL electrical equipment must be tested and c compatible with the Village Halls electrical systems and have valid test certificates available for inspection.
- The Village Hall will not be hired to any person under the age of 21years of age.
- Whereby tickets have been sold for a function or event at the door, no admission will be allowed after 2300hrs (11pm).
- Hirer(s) are responsible for ensuring that no unauthorised person(s) has access to the building.
- The Hirer(s) are responsible for and have a representative that will act as doorman until such time as any bar facilities close.
- The bar is hired as a separate room and will only be run by the committee member(s) licenced to run the bar.
- The hirer(s) will ensure that there is a minimum of noise or disturbance at the conclusion of any event, especially should the event end after midnight.
- The committee also reserve the right to impose any other reasonable conditions that they may wish to impose.
- The Village Hall is registered as a food premises with NKDC. Therefore, any caterers, hirer(s) and other users must adhere to ALL FOOD HYGIENE REGULATIONS which may be in force.
- The kitchen is for hire as a separate room, and when used as part of the hire agreement, it MUST be left clean and tidy and all kitchen waste removed from the site by the hirer(s) on conclusion of the event.
- In the context of financial information and operational documentation, charities are not automatically obliged to disclose all internal records to hirer(s), in particular when the request appears extensive and may not pertain directly to the terms of hire.
- There is no obligation to disclose any internal documentation such as detailed accounts, notes from AGMs or general meetings, or fire safety assessments, which are typically considered internal documents.
- The Hall can also review any contractual terms agreed upon by the hirer that outline the rights and responsibilities of both parties during

the hiring period, particularly concerning rate adjustments and the sharing of operational information. This also includes business hire of the Hall, that any anecdotal evidence of price increases, which are explained formally and whereby hirer(s) are given formal notice of increases, may not necessitate the sharing of comprehensive records.

- Charitable organisations, including those that operate as Village Halls have a responsibility to manage their information in accordance with data protection laws. Personal data and sensitive information may be protected under GDPR (General Data Protection Regulation), which governs access to personal data, and the circumstances under which it can be shared.