



Brightwalton Village Hall

RULES & CONDITIONS OF HIRE 2024

By booking the hall, you confirm you have read and agree to these conditions of hire from the Village Hall Committee.

OUR RESPONSIBILITIES

WHAT YOUR HIRE FEE INCLUDES

- Hire of the hall with heating (if required), lighting, furniture (tables, chairs) and use of the kitchen appliances.
- Hot water. This is provided automatically in the west (new) hall kitchen. In the east (old) hall kitchen the hot water is switched on via the switch above the work surface adjacent to the sink.
- Heating. This will be set on automated timer for your event, if required.
- Inspections of the hall before and after hire.

ABOUT YOUR HIRE FEE & DEPOSIT

Booking confirmation

- Your booking is confirmed on payment of the hire fee and deposit.
- Payment can be made by bank transfer. Details are supplied on your invoice. Contact us if you wish to pay by cheque.

Your returnable £100 deposit

- We will return your deposit within 28 days of end of your hire period, less the full cost of rectifying any damage or repairing or replacing any breakages. Please report any breakages or damage as soon as possible and within 24 hours to the Bookings Clerk.
- Where damages or breakages exceed the deposit, under these Rules & Conditions of Hire, we reserve the right to levy additional charges to make good all breakages and damage.

KEYS AND CONTACTS

Keys

- Keys can be collected from the key box. You will be advised of the location and code by email.
- Please leave the key locked in the key box after your hire period.
- For keys, queries or problems please contact Mike Ananin 07867 614480 (or 01488 638700) / mikeananin@gmail.com or via alternate contact details advised with your key code.

YOUR RESPONSIBILITIES

Please help us to ensure a smooth and enjoyable hiring experience by doing the following:

Leave the hall clean and tidy

- Sweep floors.
- Wipe up spillages and put tables and chairs away.
- Wash and dry up. Put away any hall items you've used. Washing up liquid and tea towels are supplied.
- Wipe down kitchen surfaces.
- Remove all your equipment, articles and effects at the hire period, unless otherwise agreed. The village hall is not responsible for any items left on the premises.

Remove rubbish

- Please bring bin bags and remove all rubbish and recycling. Unfortunately we have no provision for rubbish disposal for hirers.

Avoid damaging walls

- No sellotape, drawing pins, nails, screws or other means of fixing to walls which may leave marks or damage paintwork.
- Remove any decorations before vacating the hall.

Keep noise to reasonable levels

- Keep noise and music to a reasonable level with regard to nearby neighbours.
- Noise should not continue beyond midnight.

Observe fire and safety regulations

- No naked flames or smoke machines.
- No additional heating systems may be used
- Familiarise yourself and those attending with the location of fire exits, escape door 'panic bolts' and fire extinguishers.
- Ensure you have nominated individuals assigned to assist evacuation of disabled persons present, in the event of an emergency.
- First aid kits are available in the kitchens of both halls.
- Please tell us if you use any health & safety / first aid items.

Leave the hall secure

- Close all marked fire doors.
- Switch off all lights.
- Check all taps are turned off.
- Close all external doors and ensure they are secure.
- Lock the external door(s) and return the key to key box.
- Ensure the key box is locked.

Access to field

- You have non-exclusive access to the field. You may not enclose any areas as the field is accessible to all.

SPECIAL TERMS

Youth and teenage parties

- Where an event will be attended mainly by those under 18 years of age, the booking must be made by a responsible adult or parent who will be responsible for the Rules & Conditions of Hire and overall supervision for the duration of the hire period.

Licences

- Ensure you have the appropriate licenses for your event for instance Public Entertainment, Liquor, Regulated Entertainment, Gambling, Lotteries, Performing Rights, Charity Commissioners.
- It is your responsibility to have the correct permits.
- The hall is exonerated from any responsibility for any acts or omissions on your part.