

BROCKLEY VILLAGE HALL CHARITY

Registered Number 273252

TERMS AND CONDITIONS OF HALL HIRE

1. Bookings will only be accepted via the Brockley Village Hall application form.
2. There will be no sub-letting or third party hiring of the Hall without the prior consent of the Brockley Village Hall Management Committee.
3. The key code will be given by the booking secretary prior to hiring period.
4. All Hirers must ensure that, when using their own electrical portable equipment, all such equipment has been tested and passed in accordance with requirements of the Portable Appliance Test (PAT), Electricity at Work Regulations 1989.
5. ALL equipment **not** belonging to Brockley Village Hall and intended for use during a hire period, **must not be brought into the Hall without prior permission from the Booking Secretary.**
PLEASE NOTE THAT BOUNCY CASTLES ARE NOT PERMITTED INSIDE THE HALL.
6. When Hirers are engaging the services of others (e.g., bouncy castles, discos etc), they must ensure that public liability insurance is in place. The Hall's public liability insurance does not cover outside services brought in by the Hirer.
7. At the end of the hire period, Hirers must leave all rooms in a clean and tidy state i.e. floor swept, liquid spills wiped clean and dried, crockery washed, dried and put away in its original place; **all rubbish bins are emptied into either the blue bin (paper) or the orange-top bin (recyclables) or the green bin (general waste) provided adjacent the recycle banks outside; chairs and tables clean and tidy. **PLEASE DO NOT DRAG CHAIRS AND TABLES ACROSS FLOOR. PLEASE DO NOT FIX OR ATTACH ANYTHING TO THE WALLS.****
8. Hirers will ensure that all windows and doors are fastened and locked; all taps and heater switches are off at the conclusion of the hire period.
9. In the event of a cancellation Brockley Village Hall Management reserve the right to charge **full** cost of hire if **not notified** in a timely manner.
10. Any **damage**, accidental or otherwise **must** be reported to Brockley Village Hall Booking Secretary.
11. Hirers **must** ensure that **no vehicles** are parked on or driven over any part of the **green** adjacent to the hall.
12. Hirers will ensure that the following numbers are not exceeded: -
 - MAIN HALL – 80 people when seated for dining
90 when used for dancing
90 when used for closely seated audience
 - MEETING ROOM – 10 persons (maximum)
13. PERMITTED HOURS – The standard hours during which public entertainment may be provided are 9am to 11.30pm. Music must cease at 11.30pm and premises vacated quietly and as promptly as possible.
Exception to this might be considered for New Year's Eve – at the discretion of the Trustees.

Facilities.

We ask politely that all equipment is handled with care and left in the condition that it was found.

- **Fitted kitchen with large electric oven and five burner hot plates**
- **Dishwasher**
- **Microwave**
- **Coffee machines**
- **Refrigerator**
- **Crockery and cutlery for over 100 place settings**
- **Audio Induction Loop**
- **Broadband/WiFi**
- **Sound System with microphones, projector and screen available.**
- **Mobile noticeboard**
- **Children's seating (outside store)**
- **1 highchair (back store)**

Hire Charges.

Main Hall – Brockley residents £9.00 per hour – Non-residents £16.50 per hour.

Meeting Room – Brockley Residents £6.00 per hour – Non residents £12.00 per hour

Wedding Hire all day – £250.00 includes all facilities.

£15 standing charge for parties and large events.

These conditions are made only on the understanding that the Hirer accepts full responsibility and liability of these Terms and Conditions as laid down by Brockley Village Hall Management Committee.

Any contravention of these TERMS & CONDITIONS could lead to claims against hirers for damages incurred and possible legal action.

Updated May 2026