



Burton Leonard Village Hall

Conditions of Hire

Please Read This Document Carefully

Before you plan your event at the hall you need to be sure that what you hope to do will not contravene our conditions of hire. We do not like to disappoint our customers, but careful planning and thoughtful consideration of these conditions can prevent this.

This village hall operates largely without paid staff and with the cooperation of all its users. The notices around the hall ask hirers to observe certain “rules” when they are using it. Please read these notices and do what they ask of you. That will make life easier and safer for all of us. Thank you.

1. The hirer will ensure the following during the period of hire:
 - There should be no food left on the premises at the end of the period of hire.
 - All rubbish should be removed from the hall at the end of the period of hire and the black plastic bag replaced in the kitchen bin from the roll in the kitchen drawer.
 - At the end of the period of hire all electrical devices (cooker, lights, fans etc.) are turned off. Please ensure when leaving in darkness that the outside light facility is used when exiting the building in the dark. That way the light will automatically turn off after use.
 - That there is proper supervision of car parking by hall users to avoid obstruction of the roadway.
 - That the radiators are returned to the original settings if you change them during your period of hire.
 - That the property is kept clean and in good order throughout

- That no candles are used in the Hall.
2. During the period of hire the hirer will be responsible for the supervision and security of the premises and the protection of the fabric from damage. Failure to do this may result in the hirer being charged the cost of reinstating the property to its former condition. This will include the cost of repairs to any damage and all other losses, claims, demands, actions, proceedings, costs and expenses arising from the hiring.
 3. The Village Hall does employ a cleaner but if during the period of hire it is necessary basic cleaning equipment and a vacuum cleaner are in the tall cupboard in the kitchen.
 4. Please ensure that any electrical equipment brought into the Hall has been labelled as PAT tested by a qualified person or proof that it is safe to be used.
 5. Hirers do not have the use of the stage unless permission has been given in advance from the Burton Leonard Drama Group. Without such permission the stage and backstage facilities are **out of bounds** during the period of hire. You can contact the drama group by telephoning Gary on 01765 677498
 6. The hirer shall not bring any animal, reptile or insect into the hall except for assistance dogs, without prior arrangement /discussion with the Hall Committee or their representative. Where it is agreed that animals, reptiles or insects are allowed in the hall hirers need to be aware that the village hall committee can accept no liability arising from that. Hirers must also ensure that the appropriate insurance is in place.
 7. During the period of hire the hirer is responsible for ensuring that noise and disturbance to neighbouring properties is kept to a minimum. Amplified music must not be played after 12 midnight.
 8. The hirer is responsible for making adequate arrangements to insure against third party claims arising from the period of hire. You

can find full details of the conditions attaching to the use of bouncy castles or other inflatables in the Hall under “Documentation” [here](#).

9. The hirer must be a minimum of 18 years of age and undertakes to comply with all relevant and appropriate regulations and legislation during the period of hire. This includes fire, health and safety and licensing requirements. The hirer shall not sub-let the premises or use them for any purpose which may endanger the premises or invalidate any insurances as to their use

Before you can proceed with your booking you must read and accept these terms and conditions. Please indicate your acceptance by ticking the box below.