



Castle Acre Village Hall

CONDITIONS OF HIRE

Hereinafter Castle Acre Village Hall shall be referred to as 'CAVH' and the Hirer named on the Booking form as 'the Hirer'.

1 Booking. For booking availability go to www.hallbookingonline.com/castleacre. Your booking will be confirmed by email. The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age.

Full hiring fee to be paid no later than 7 days before the event.

2 Deposit. The deposit to be paid at the time of booking - no engagement will be booked until this has been received. The booking deposit is refundable subject to satisfactory inspection of the building by CAVH management. A deposit of £50/per day is required to secure the booking. Please give bank details for BACS repayment of deposit.

3 Safety. The Hirer should be aware of the Fire Safety Floor Plan of CAVH which is on display. Hirers are responsible for informing event attendees of health and safety issues and providing information about safety procedures, Fire Exits etc. In case of fire, evacuate the hall and meet at Castle Car Park or Book Shop. Please observe safety notices regarding the stacking of chairs and tables. Any accident must be recorded in the Hall Accident Book to be found in the kitchen below the first aid kit. The Hall makes all reasonable steps to be compliant with equality legislation.

4 Cancellation. If the booking is cancelled 60 days or less before the event, the deposit is non-refundable or at the discretion of CAVH management. If due to unforeseen circumstances, CAVH has to cancel the booking, CAVH accepts no liability, but the deposit/hiring fee will be refunded.

5 Right of refusal. CAVH may refuse any application for the hire of the building without stating a reason. Village organisations shall have priority over other bookings, but no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the Booking Officer shall refer the case to the Management Committee whose decision shall be final.

6 Alcohol. The sale of alcohol cannot be undertaken unless permission is sought from CAVH. CAVH has a license to sell alcohol but the responsibility for the provision, sale and behaviour of attendees is the responsibility of the Hirer. The law states: "A person commits an offence if he sells alcohol to an individual aged under 18" (Section 144(1)). **Under no circumstances can hirers permit alcohol to be sold to a person under 18 nor to allow anyone under 18 to sell alcohol.** Do not sell to anyone who is drunk. Alcohol **may not be served after 11.00pm** to ensure orderly departure. The hall has no storage for alcohol. If you require an extension to the license, you must seek permission from CAVH before applying to the local authority. All alcohol for an event must be delivered and removed on the day of the event. No event may be advertised stating the availability of alcoholic drinks for sale without the prior permission of CAVH.

7 Conduct and Good Order. The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

8 Occupation and use. The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time. **Setting up and cleaning up to be included in booking time.** The building shall only be used for lawful activities. CAVH does not represent that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

9 Public Entertainments, Music & Dancing. All the conditions to the Music and Dancing Licence for the building shall be duly observed. A copy of such Licence may be seen on application to CAVH and the Hirer shall be deemed to have had notice of all such conditions. **All music must cease at 11.45 pm, and the Hall must be vacated by midnight** (unless express permission of CAVH and extension of entertainment licence sought by the hirer)

10 Cessation of activity. CAVH or Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

11 Sub-let. The Hirer shall not sublet the building or any part thereof.

12 Advertising. All advertising of events should conform to the conditions

Village Hall Bookings - Carolyn Ash

Castle Acre Village Hall, Pye's Lane, Castle Acre, Norfolk PE32 2XB

Bookings email: CAVillagehall.bookings@mail.com

Main Booking contact Tel: **07305 028911**

Treasurer email: richardjenney1902@gmail.com

General enquiries: 01760 755425

Please be patient, we will respond

www.hallbookingonline.com/castleacre

of hire. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of deposit.

13 Breakages and Damage. The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.

14 Culpability. Except for wilful negligence on the part of CAVH, CAVH shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify CAVH against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

15 Entry. The right of entry to the building is reserved to CAVH and any other agent of CAVH and any police officer at any time during the hiring.

16 Condition on vacation. The Hirer shall leave the building in a clean and orderly state. **All empty bottles, cans, paper, food debris and any other waste matter/rubbish must be cleared from the building and all external areas and taken home (not put in any external public bins).** The hall and cloakrooms must be left in as clean a condition as found. The deposit monies will ONLY be refunded after a satisfactory inspection of the building by a member of the Management Committee. **CAVH has no rubbish collection, if any bags of rubbish are left after a hiring, the deposit fee will not be refunded.**

17 No additions to the building. No fixtures/fittings of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto without permission of CAVH.

18 Animals. No animals except assistance dogs are allowed into the premises unless the Hirer seeks permission in advance from CAVH.

19 Property. Property of the Hirer and the Hirer's agent must be removed from the building after the expiration of the hiring or fees may be charged until the same is removed. CAVH accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.

20 Electrics / Equipment. No additional lights or extension from the existing electric light fittings shall be used. All portable electrical items brought into the hall by the Hirer e.g. portable pizza ovens, ovens, cooking equipment, fans etc. should have undergone and have a current Portable Appliance Test (PAT). Evidence of a PAT test to be visible and available if requested by CAVH. If extra catering equipment is to be used, the hirer must seek permission in advance from CAVH.

21 Signage. The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the building if in the opinion of CAVH or Committee Member it shall be unseemly or expose the building to an undue risk of fire or in the opinion of CAVH is likely to lead to disturbance or a breach of the peace.

22 Fire Exits. No exits may be blocked. Chairs or other obstructions must not be placed in corridors or fire appliances removed or tampered with, and fire doors must not be propped open.

23 Capacities. The maximum number of persons allowed in the building at any one time is 120 including any staff.

24 Garden. The Hirer shall advise CAVH in advance if wishing to use a Barbecue, Fire Pit etc. or if they wish to erect a marquee. Please be aware - do not touch the outdoor Air Conditioning units.

25 Keys. Keys must be returned to the booking officer immediately after the event. Any loss of keys will result in the loss of the deposit fee.