

## **CULMSTOCK VILLAGE HALL & PAVILION: TERMS & CONDITIONS OF HIRE (April 2022)**

Thank you for your interest in hiring the Village Hall. Please find below details of respective responsibilities in the hiring of this community facility.

**Please Note:** You must allow for any preparation and cleaning time *within* the period of hire. No time is allowed either side of the booking.

### **Our Responsibilities**

Our aim is to ensure that you find the hall in a safe, clean and tidy state when you arrive.

If you require use of china and cutlery, please advise on the Booking Form and we will ensure the cupboard is unlocked for you.

If you require use of the dishwasher, please advise on the Booking Form.

We disclaim all responsibility for any loss or damage to articles deposited in the hall, and vehicles and their contents in the car park. **All Items Are Left At Owner's Risk.**

### **Your Responsibilities**

- No smoking of tobacco, drugs or vaping; No Smoking or Vaping Signs Are Displayed.
- No roller blades, skateboards or ride-on toys are allowed in the Main Hall to protect the wooden floor.
- Please leave the hall and its grounds in the state in which you found them. Sweeping tools are available for your use.
- Flush all toilets before you leave.
- Turn out all the lights and secure the premises when you leave. You are responsible for ensuring that all appliances are switched off.
- Leave the premises as quietly as possible in consideration for nearby residents
- If you use the dishwasher, please switch it off at the end of the event and leave it open.
- If you wash up by hand, tea towels are available in the drawer, please put used ones in the bucket provided. Washing up liquid is also provided.
- When running a bar, site it in the kitchen, making use of the serving hatch in the Meeting Room.
- Technical support is available (rates supplied) for set up of special audio or lighting for an event.
- Take all your recyclable material away from the premises (bottle, cans, cardboard). Other bagged rubbish may be placed in the grey bin outside the back door.
- Please make sure you have notified us if a bouncy castle, bubble machine or similar is to be erected. We require a copy of their public liability insurance certificate prior to the event.
- Children and Teenager Events must be supervised by a minimum of 2 adults.
- Party decorations may only be attached with drawing pins to suitable surfaces.

### **Health and Safety**

- On arrival familiarise yourself and attendees with the Fire Drill posted on the notice board next to the Stage Door, ensuring that you are aware of the location of fire extinguishers and emergency exits, keeping these areas clear of obstruction throughout your event.
- No portable gas canisters are allowed on the premises as required by the licensing act 2003.

### **Licences**

- Culmstock Village Hall holds a Public Entertainment Licence.
- We hold a Performance Licence for films, dramatic works and musical plays, under which "150 people seated" is permitted. However, for comfort we advise 120 maximum if the screen is in use. Numbers must be adhered to for insurance purposes.
- Our Public Entertainment Licence allows up to 200 people at any one time on the premises and grounds.
- Events must be finished by 11.00pm Sunday to Thursday incl. and 1.00am Friday and Saturday incl.
- Alcohol licensing laws must be adhered to – no alcohol to be consumed by people under the age of 18.

### **Community Barbecue and Pavilion**

- You will need to bring charcoal for the BBQs and a brush and scraper to clean off the stainless steel griddle and bars.
- Please take all your rubbish and recycling away with you.
- There is parking at the playing field for 6 vehicles. Vehicles are not permitted on the playing field unless they are for maintenance or installation of event equipment which requires prior agreement.
- We expect noise levels to be reduced by 09.00pm Sunday to Thursday incl. and 11.00pm Friday and Saturday incl. in deference to near neighbours.

### **Invoicing arrangements**

- Regular users will be invoiced one month in arrears, payment due within 28 days.
- Occasional users will be invoiced within one week of the event, payment due within 5 days.
- Cancellations within a month of the proposed date will attract a penalty equivalent to 10% of the anticipated booking fee.

