

DENNINGTON VILLAGE HALL TERMS AND CONDITIONS OF HIRE 2023
PLUS NOTES FOR HIRERS

Please note that on payment of an invoice for use of the village hall the Hirer is deemed to have agreed to the following terms and conditions:

For the purpose of these conditions, the term THE HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative of that organisation.

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. THE HIRER shall ensure that at the end of the session of hire any furniture used is cleaned eg the tables folded and stacked neatly in the store room, the chairs stacked no more than five high in the chair storage room (please open both double doors to this room to wheel chairs in and out). The floor must be swept and rubbish placed in black bin bags and put into the refuse bins at the back of the hall. Items such as decorations brought to the premises by THE HIRER should be removed.
3. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger users or premises, or render invalid any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission.
4. THE HIRER shall be responsible for ensuring that no persons shall bring onto the premises or consume thereon alcoholic liquor which has not been purchased from the Village Hall's licensed bar facilities unless there has been prior agreement with the Village Hall, in which case a corkage charge of £100 will apply.
5. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
7. THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
8. THE HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner.
9. THE HIRER shall indemnify the Committee against the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
10. If THE HIRER wishes to cancel the booking before the date of the event and the Trustees are unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Trustees.
11. THE HIRER shall ensure that the minimum of noise is made on arrival and departure and accept responsibility for any complaint made under the Environment Protection Act 1990 as amended.
12. THE HIRER must ensure vigilance if hiring the premises for any purpose where alcohol is consumed and should work with the Committee to prevent underage drinking through reinforcing the message to invited guests that underage drinking is illegal. The Committee reserves the right to ask guests for proof of their age and could close that bar and terminate the hire should they feel it necessary.

ADDITIONAL NOTES FOR HIRERS

Invoices will be sent by email; when paying these please ensure that **the invoice number is used** as the reference for payment.

A refundable **deposit of £30** is charged for standard hires, and a refundable **deposit of £150-£200** is charged for large-scale parties and wedding events; these must be paid immediately to secure the booking. Deposits are fully refundable within 10 working days as long as all facilities are left clean, tidy and damage free, otherwise extra charges may be applied. Please ensure that the exact details of the bank account into which the refund should be made are provided, otherwise the Hall is not responsible for any delay in refunding monies.

The **full amount of the hire** must be paid at least two weeks before the hire period.

In the event of cancellation, the £30 deposit (or in the case of a wedding/party booking, an equivalent of 30% of what would have been the total cost of the function) will be retained.

- All hirers should leave the Hall and its grounds in a clean, tidy and uncluttered condition and the floor swept.
- Chairs need to be replaced in the storeroom provided neatly stacked in fives; an **additional charge of £20** will be made if chairs are not put back properly after use.
- The small kitchen can be used free of charge for making tea and coffee, but a charge will be made for the use of the large kitchen and its facilities. Hirers should provide their own tea towels; please ensure that all kitchen equipment is cleaned and put back after use.
- Please note that the hire of the Hall facilities does not include usage of the adjacent Sports Field. That comes under the jurisdiction of the Dennington Sports Club. Any enquiries should be directed to the Hall Booking Manager.
- Last orders at the bar are at 10.45. Corkage rates are from **£100 per event** for hirers wishing to provide their own alcohol. All bottles brought by the hirer must be removed from the premises by the hirer on leaving.
- All rubbish, including food waste and bottles, should be placed in the correct bins provided that are situated behind the Hall. If bins are full, additional bags must be removed from the premises at the end of the hire.
- Where the hirer has provided their own alcohol (with a corkage agreement), all the associated bottles should be removed from the property by the hirer and should not be placed in the Hall bins.
- Any extra cleaning costs incurred will be deducted from the damage deposit. If wedding or party hosts would prefer the Hall to organise cleaners on their behalf, an additional fee of up to £100 will be applied.
- All public functions and private functions must end at 11.30 and the hall vacated by 12.00 unless previously agreed.

If there are any queries, please contact denningtonvillagehall5@gmail.com or phone 07771 152510.