

Conditions of Hire

THE HIRER:

- shall not sub-let
- will be responsible for the supervision and care of contents and the behaviour of all persons using the premises.
- note that the careful use of Blu Tack is preferred, please refrain from using Sellotape on the walls.
- shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Any contents temporarily removed from their usual positions properly replaced, otherwise a charge may be made. A **SECURITY DEPOSIT** will be retained should any damage or loss occur.

If **THE HIRER** wishes to cancel the booking before the date of the event the agreed deposit is non-refundable.

DOORS – Ensure all internal and external doors are locked when you leave the premises to validate the insurance.

REFUSE - can be put in the large container located at the side of the premises (by the library).

BALLOON CYLINDERS – The hirer **MUST** take away these cylinders when leaving the hall and not leave them in our refuse bins.

LIQUOR LICENCE - Please inform us if you intend to apply for a licence to sell alcohol.

BOUNCY CASTLES are not permitted due to low ceilings.

NOISE LIMITING EQUIPMENT – has been installed. Should the music become too loud the equipment (which is situated on the wall facing the stage) will flash a warning – if the noise level isn't reduced the electricity supply will cut out.

PIR LIGHTING – The stairway, chair and table storeroom and toilet lights are controlled by PIR on and off. They are currently set to 10 minutes to allow time to leave the area. Please turn all other lights off (i.e. in Main Hall, Small Hall and Kitchen) when you leave the building.

TOILETS/CLOACKROOMS - Please ensure toilets are flushed and taps are switched off.

NO SMOKING – It is against the law to smoke in these premises. **Smoke activates the alarm system to summon the Fire Brigade. Please refrain from using smoke or dry ice machines at parties.**

DOGS - shall not be brought into the hall (guide dogs exempt).

THE MANAGEMENT reserve the right to cancel bookings with notice, should unforeseen circumstances occur.

If the hirer is in any doubt as to the meaning of the above, or for further details, please contact the Booking Secretary:

Mrs Lindsay Pardoe At :

ewvillagehall@gmail.com or

Telephone: 07949 147 846

Availability of Keys: There is a **DEXTER** key safe in corner of the front porch, alongside the notice board. You will be advised of the key code a few days before your event.

The lift is available for disabled use only. Large items, such as disco or display equipment, must not be transported in the lift. Ewvillagehall