

Gilston & Eastwick Village Hall Hall Letting Conditions

Applications for any use of the Hall should be made to the Bookings Officer: gevillagehall@gmail.com

1. The Management Committee reserves the right to refuse any application to use the Hall.
2. The Hall includes use of the kitchen facilities and car park for the parking of **20 cars only. No parking shall be permitted at the front of the premises.** Parking spaces allocated to **RESIDENTS** must NOT be used by hirers. The nursery play area and nursery furniture are not available for use.
3. The number of persons permitted to use the Hall at any time shall not exceed 90 when seated and 60 on other occasions.
4. Persons taking a letting must be aware of the NO SMOKING Policy and the Fire Precautions with the equipment available and means of escape in case of fire or other emergency. The front door is a Means of Escape only and must be kept clear of all obstruction.
5. The Hall is available for private lettings only. There are NO licences for music or other entertainment or other ticket selling events. The person responsible for the letting must apply for and obtain any licences which the law requires. Amplification of music and alcohol consumption at adult parties shall be so controlled to prevent nuisance to the local residents and cleaning staff.
6. The Letting Fee must be paid by BACS and paid in advance. Bookings are not confirmed until receipt of full payment. See Booking form for details.
7. The Hirer is financially & legally responsible for any damage to the premises, its fittings or equipment and for the cost of any cleaning & associated costs incurred as a result of the hire.
8. Children's Parties permitted for children to maximum 13 years old.
9. Evening parties must be vouched for by hirer, over 30 years old, who must be present during the event.
10. In fairness to local residents the letting shall be completed with the Hall cleared, cleaned and vacated by
Sunday – Thursday evenings 10:00pm
Friday & Saturday evenings 11:30pm. all playing of music shall cease at 10:30pm
Guests and cars are requested to leave quietly without giving any offence to local residents.
11. The person taking the letting shall ensure that at least one responsible adult (in the case of evening events the responsible adult must be a Parish resident over 30 years of age) shall be present throughout the period of the letting to secure safety, prevent unauthorized entry and see that the event is conducted in an orderly manner with no activity being performed which shall be contrary to decency, good manners and the law.
12. The premises shall be left clean and tidy, as found at the commencement of the letting; which shall include the removal of any sticky liquids or other matter; with all refuse bagged up and taken away. The use of adhesive tape, pins, blue tac or other adhesive on the walls, doors and ceilings is not permitted. Any decoration for the event must be removed at the end of the letting. Chairs and tables are to be stacked tidily in the appropriate trolley and left in the entrance lobby, lights switched off, **heating turned down to 7C** and windows properly secured. **Car parking area to be cleared of all litter.**
13. The Management Committee accepts no responsibility for any loss or damage to persons or their property during the period of the letting.
14. A cancellation charge will be incurred if a booking is cancelled within 4 weeks of event.
15. The hirer will be supplied with the hall key code prior to hire commencement.
16. The key code lock must be applied at end of the hire.