

## **TERMS & CONDITIONS OF HIRE**

The Village Hall Trustees reserve the right to cancel a booking or seek to arrange with the hirer an alternative date for a booking up to 3 months before it is due to take place.

If a cancellation is made by the hirer up to 14 days before the date booked, payment(s) will be refunded. If the cancellation is within 14 days of the date booked, 50% of the hire will be charged. If booking payment(s) has already been invoiced and paid, 50% of the hire fee will be refunded.

A Damage and Cleaning Deposit of £150 will be charged for any party booking and the booking will only be confirmed when the deposit has been paid.

The hirer is responsible for their own safety and the safety of people attending the event.

If alcohol is to be sold at the event an application **MUST** be made in good time to Somerset Council for a Temporary Liquor Licence, a copy of which to be sent to the Booking Secretary and a copy to be displayed in the hall during the event.

The use of fireworks is not permitted unless with the prior permission of the Hall Trustees.

No equipment or furniture to be removed from the Hall or used for any purpose other than that for which it was intended

Please do not adjust the heating/air conditioning controls.

Please ensure the heating/air conditioning/water heating is turned off before leaving

At the end of the hire period all items must be returned to the usual place of storage in a clean and tidy condition. All rubbish must be removed from the premises.

If the tables are used, please ensure they are wiped clean before storing away.

Please ensure that the tables are restacked back-to-back and legs-to-legs and chairs are replaced at the opposite end of the hall to the stage in 12 stacks of 8 chairs in The Main Hall and 5 stacks of 6 and 1 stack of 4 in the Gault Room

If the hall is found to be left in an unacceptably dirty condition, an extra charge may be requested from the hirer or organisation.

Any damage must be reported to the Booking Administrator as soon as practicable at the end of hire in the interests of safety of all future hall users.

Damage and breakages may be charged for.

In the event Trustees permit a party for people under 18 (usually only in the case of families known to the Hall) they must be supervised by a person(s) over the age of 21 at all times. At least one adult per 10 young persons is mandatory.

**MUSIC/ENTERTAINMENT** Please be aware the hall is situated in a residential area of the village and if you wish to have music during your event, this should cease at 11pm latest.

The premises must be vacated by midnight.

Guests should vacate the premises as quietly as possible.

There shall be no sub-letting.

The hirer agrees with the Village Hall committee to be present during the hiring and to perform the provisions and stipulations contained in the Village Hall's Terms & Conditions of Hire, as set out in this document, an understanding of which the hirer acknowledges. It is agreed that these conditions form part of the hiring agreement unless specifically excluded.