



Horsley Village Hall

BOOKING TERMS and CONDITIONS

The management Committee have delegated the Booking Secretary, the Asst. Booking Secretary, and the Hall Secretary to manage Hall Bookings.

Although bookings will be reserved on receipt of a booking form they will not be confirmed until payment is received. Payment arrangements for regular users are as stated on invoice. Casual users of the hall should make a bank transfer, no later than 30 days prior to the event, to :-

The Horsley Village Hall (Lloyds Bank), Sort code 30-90-25, Account no. 27238060.

THE HIRER AGREES –

1. By returning the booking form, the terms and conditions are accepted whether the form is signed or not.
2. To pay for all breakages and any damage occurring during the booking.
3. Not to obstruct any of the fire exits or to lock the front door (also a fire door) while events are in progress.
4. Not to keep external doors open whilst music is being played and to ensure any equipment to increase noise levels is plugged in to the sockets on the grey wall. (These sockets will cut the power supply if noise levels exceed 80 decibels).
To ensure noise from car doors slamming, vehicles revving etc. is controlled and does not cause disturbance to our neighbours in French Lane, Church St. and The Dovecote.
5. To ensure all times within the 'opening Hours' document are met relating to opening times of the Hall, music, dance, alcohol etc.
6. French Lane is a private road and **MUST** not be used for parking.
7. Children must always be under supervision, including in outside areas, from parents or leaders.

Where 'bouncy castles' are to be used, details required by our insurance company will be supplied and must be adhered to.

8. Heating for events will be pre-set by the Hall Manager. Any required instruction will be given on arrival.

9. On leaving the hall ensure the check list (by the external door shutter switch) is completed.

Lighting in the hall and foyer must be switched off (including outside strip lighting even if pre-set) – other lights are automatic.

Ensure fridges are turned off.

Ensure the heater in the foyer is switched off.

10. All rubbish should be removed to bins outside kitchen. Please note that glass bottles are not considered recycling (by AVBC for this type of bin) and should be put into the general rubbish bin.

Additional black sacks are available on the cleaning trolley in the storeroom.

11. Unless advised otherwise by the Hall Manager – tables should be wiped down and not stacked. Chairs should be stacked 8 high and left in the hall. (If you are advised to clear them to the storeroom, the chair trolley and table trolley are intended for easy use).

The floor should be swept, kitchen surfaces wiped clean and toilets should be left in a clean condition.

12. There should be no drawing pins, blue tack or sellotape adhered to painted walls. White tack and command strips can be used. Decorations cannot be hung over strip lighting

13. Alcohol

Alcohol can be served but cannot be charged for unless with an authorised permit. Details of pop-up bar authorisation must be forwarded, and agreed, prior to the event.

In relation to the alcohol licence for the Hall –

- Ensure children are accompanied by an adult at the serving point
- Provision must be made for alcohol not to be served or purchased for/by under aged persons
- The Challenge 25 policy will be enforced (i.e., presenting proof of age when requested)
- Children must not be exposed to persons who are drunk, disorderly or aggressive.

14. Drugs.

The Hall operates a zero-tolerance drug policy.

Use of drugs on the premises or in the grounds will lead to the hall being immediately closed and the booking terminated.

15. Refund Policy

A full refund will be given where a minimum of 14 days notice of cancellation is given.

Cancellations within 14 days of the event will be refunded at 50%.