LETTING RULES FOR HIRERS

The hirer shall agree to the following: -

1. **To appoint a 'key holder' who shall be responsible for the entry and exit procedures required by Ickenham Village Hall, for implementing the safety regulations and for ensuring that the Hall is left in a fit condition for subsequent use.** The keyholder will be deemed to be the person who made the booking and to whom the Lettings Secretary has communicated and sent an invoice to. If anyone else is to assume this responsibility, the letting secretary must be notified in advance.

2. When leaving the Hall at the end of any letting the keyholder must ensure that the **lights are extinguished individually and finally from the main switch and that the heating system and gas cooker are turned off**. Special attention is to be paid to the lights in the toilets and side passages and to the controls for PA and lighting in the stage side passage. Doors are to be left closed as a precaution against fire. Finally, all entrances must be securely locked, and the keys returned to the lock box.

3. The Hall including the kitchen, toilets and ancillary areas shall be left clean and tidy. Any damage or breakage to the Hall, its equipment, furniture, utensils etc. shall be promptly reported to the Lettings Secretary and must be made good at the expense of the hirer. **All rubbish must be removed and placed inside Village Hall wheeled bins or taken away with you immediately at end of hired period**. All recycling should be taken home as there is currently no provision for its collection from the hall.

4. All chairs, tables and trestles must **cleaned** and returned to storage spaces after use. Failure to comply may incur extra charges.

5. **Normal safety-precautions must be observed**. Tables, chairs, other furniture and equipment must not obstruct the emergency exits (including those at the sides and back of the stage). Fire extinguishers must remain in their correct position.

6. The kitchen shall be properly supervised especially when the cooker and Lincat boiling water heater are in use. No additional naked-flame cooking or warmers are to be bought in and used. Whilst cooking, the kitchen shutters adjacent to the oven must be closed.

7. **Children shall not be allowed in the kitchen** and only on the stage when they are participating in a performance. They shall be **properly supervised** at all times.

8. **No smoking, vaping or other drugs are allowed in any part of the Hall premises at any time**.

9. **No naked flames, smoke or dry ice machines allowed in any part of Hall premises at any time**.

10. The function shall terminate not later than the agreed time. **Neighbours must not be disturbed by noise, loud music or by any other inconvenience. Please be mindful of this when opening doors/windows. We kindly request guests do not congregate on the forecourt and do not take drinks outside.**

11. All equipment brought into the Village Hall must be fit for purpose and in good repair.

12. No alterations shall be made to the heating or lighting arrangements.
13. Certain bookings cannot be accepted without a security deposit. This deposit is payable in advance and may not be returnable if rules are flouted or damage/breakages occur. Due notice for this deposit will be given at the time of booking and its imposition and subsequent repayment in whole or in part is entirely a matter for the discretion of the Association's Management Committee.
14. All property of the hirer must be removed at the end of the hire period, anything that is left may be disposed of. No part or space within the Hall shall be used for storage of equipment without the express permission of the Committee. No keys to lockers or cupboards or under stage space shall be held except with the authority of the Committee.
15. The Hall is licensed to seat 200 people, and this number must not be exceeded. Seats must be arranged so that there are completely free gangways of three feet at both sides and in the centre. If small tables are used the number of seated people must not exceed one hundred. **These are fire regulations and must be carefully observed**.
16. During readings, music, stage plays and the like there shall be no infringement of copyright whatsoever and the hirer is fully responsible for ensuring that this condition is observed. If the Hall is required for a stage play, special application shall be made to the Committee, and the Hirer may be required to sign a list of additional conditions.
17. The Village Hall Association reserve the right to cancel a hiring without compensation for any loss occasioned thereby should the Hall premises be required for official or election purposes. The Village Hall Association also reserve the right to cancel or terminate an event should we believe the letting rules and/or conditions of hire are not being adhered to.
18. Occasionally, we may need to 'close' the hall to hirers for essential maintenance. In the event of this happening, the hirer would always receive prior notice and Ickenham Village Hall would not be held liable for any loss of earnings because of this closure. In addition to this if there are events beyond our control whereby, we have not been able to give notice causing unforeseen cancellation, Ickenham Village Hall Association Limited would not be held liable or offer any compensation.
19. The hirer shall not hold or seek to hold the Village Hall Association Limited liable for any loss, injury or damage occasioned to the hirer or any persons entering the Hall during, or being concerned in, the performance, function or entertainment and will indemnify and keep indemnified the Ickenham Village Hall Association Ltd from and against any claim or demand whatsoever and howsoever arising through the said hiring.
20. Any hirer wishing to **sell** alcohol would need to apply for their own Alcohol Licence (TENS) from the local authority. https://www.hillingdon.gov.uk/article/4776/Temporary-event-notice-application
21. Related to the above, please note that **bouncy castles and other inflatables, naked flames, smoke/dry ice machines, fireworks – indoor or outdoor – and barbecues (or similar) are not permitted under any circumstances.**

Please be aware that Ickenham Village Hall is mainly run by volunteers who will respond as quickly as possible to any emails/enquiries.