

## **Ickleford Village Hall Conditions of Hire – High level summary**

This document does not replace the conditions of hire. Please ensure you have read and agree to the full conditions of hire.

- The hirer must share the conditions of hire with any outside agents (e.g. Caterers, DJs).
- The hirer must be at least 21 years old and accept responsibility to supervise and be on the premises at all times when guests are present.
- The hirer must not sub-hire or use in an unlawful way or for unlawful activities.
- The hirer must make good or pay for any damages.
- The hirer only has access to the hall for the booked times.
- The hirer is responsible for attaining any necessary licenses (e.g. alcohol license).
- Refer to the full Conditions of Hire for details of fire safety measures.
- The car park cannot be used for external catering, mobile vans, marquees or gazebos.
- If the hirer wishes to move the chair racks, a request for ramps to be provided should be made in advance.
- Noise on arrival and departure should be kept to a minimum.
- All music and entertainment must be finished by 11:00PM. Premises must be vacated by 11:30PM.
- Drunk and disorderly behaviour is not permitted.
- Normal use of the kitchen facilities does not require a Food Hygiene Certificate, however if the hirer is using an outside caterer, this should be discussed with them.
- Any electrical appliances brought to the premises should be safe and in good working order.
- Do not use sellotape, tacks or nails anywhere in the hall.
- The designated smoking areas are outside the main door and in the car park. Ensure all debris are safely disposed of.
- Report any failure of village hall equipment as soon as possible.
- Report any accident as soon as possible.
- No highly flammable substances, combustible materials or fireworks.
- No additional heating appliances.
- No animals (except guide or assistance dogs).
- Refund of the hire fee upon cancellation is at the discretion of the Committee.
- Leave the premises in a clean and tidy condition (for a full list see section 20):
  - Clean and replace chairs and tables
  - Sweep floor
  - All spills to be mopped up immediately using water only
  - Take recyclables away and only put non-recyclable rubbish in outside bin.
- Key safe code will be provided at least 1 day ahead of each booking. Return the keys to the key safe after the event.

Ickleford Village Hall Committee