

CONDITIONS OF HIRE

PLEASE READ CAREFULLY

1 RESERVATIONS AND PAYMENT OF CHARGES

- 1.1 A fee of 50% of the hire charge is to be paid within **14 days** of booking your event, otherwise it will be deemed cancelled.
1.2 The remaining 50% balance is payable 1 month before your event.

2 YOUNG PERSONS 15-21 CELEBRATIONS

- 2.1 The Hall is available for parties for ages 15-21 (including 18th and 21st birthday parties) but under more stringent conditions, which include a damage deposit of £200. This payment will be banked and subject to there being no damage to the hall or property and no public tickets sold, refunded 2 weeks after your event. All such parties must be chaperoned by responsible adults. Only alcohol bought at the bar may be consumed on the premises; failure to adhere to this will result in the bar closing. WEDDINGS are also subject to a £200 damage deposit.

3 CANCELLATIONS

- 3.1 The reservation may be cancelled by 28 days' notice verbally or in writing given by either party to the other whereupon any reservation fee shall be repaid to the Hirer.
3.2 If the Hirer shall give less than 28 days' written notice, a cancellation fee of 50% of the hiring fee shall become payable unless the period of notice shall be less than 14 days in which case the full hiring fee shall be paid.
3.3 The Committee may at its discretion refund cancellation fees in whole or part where the premises are re-let to another user or for other reasons.
3.4 The Committee may cancel any reservation where the appropriate charges have not been paid in accordance with condition 1.1-1.2, whereupon any reservation fee paid shall be forfeited.

4 USE

- 4.1 The hire is personal to the Hirer who shall be responsible for the condition of the premises and the observance of these conditions and no sub-letting will be permitted. The hirer is responsible for all those entering the premises during the hire period.
4.2 The premises shall not be used for any purpose which, in the opinion of the Committee, is illegal or immoral and the Hirer shall at all times be responsible for ensuring strict compliance with conditions imposed by statute or any applicable licence.
4.3 The hirer is not permitted to use Marling Close playing fields without prior arrangement with the Marling Trust and a financial donation to the Trust. Please contact Pam Jenkinson, Marling Trust on 07776 276276 to discuss use.

5 USE OF EQUIPMENT

- 5.1 The hiring charge is inclusive of the use of facilities including tables, chairs, china, cutlery etc.
5.2 *Every care must be taken of such facilities. Chairs must be re-stacked in sixes and returned to the chair storage room and tables wiped and re-stacked face to face and returned to the table storage room.*
5.3 *All crockery/cutlery must be washed and replaced after use. A clean-up service is available at extra cost.*

6 DAMAGE

- 6.1 Any damage to the premises or equipment must immediately be reported to the Staff on duty.
6.2 All damage or losses to the premises/equipment shall be made good at the Hirer's expense to the Committee's satisfaction.

7 ACCESS

- 7.1 **A door code will be emailed to you in the week before your booking. If you cannot be there for any reason at that time, please contact Suzy Field, Bookings Officer on 07414 742 280.**
7.2 **The Caretaker or his/her representative will lock up at the end of the hire but the Hirer must notify the Caretaker if the premises are to be vacated before the end of the hire period. Please use Checklist on leaving.**

8 HEATING AND LIGHTING

- 8.1 All heating and lighting is included in the cost of the hire.
8.2 All heating is thermostatically controlled and the Hirer shall not alter such controls.

8.3 All lighting must be turned off at the end of the period of hire.

9 BAR FACILITIES

9.1 **There is a charge of £50 for the Bar facility.**

9.2 If intoxicating liquor is to be sold or consumed during the period of hire, the Hirer must comply with the conditions of the Licence (details of which are contained in the rules) and must give at least 14 days' notice specifying details required by such Licence to the Booking Clerk.

9.3 Corkage is the charge made by the Licensees for allowing persons to bring their own wines onto his/her premises for consumption instead of buying them from him/her. The fee is dependent on the number of bottles opened and their size. A fee of £200 is payable in advance. On the night, the Bar Manager will assess the number of bottles and charge payable and a refund will be issued after your event if required. In return, the Licensee will undertake to open the bottles, supply the glasses and wash them up afterwards. In the case of King's Stanley Village Hall, a fridge is also provided to chill the wines at no extra cost. The charge does not include placing the bottles on the tables or pouring the wine. This remains the responsibility of the persons bringing the wines to the premises. Although these are rules as laid down, the situation is negotiable with the Bar Staff or Caterers at your function. If bottles are bought to an event without notifying the Bookings Officer beforehand, and no corkage is forthcoming on the night, we reserve the right to end the booking and close the hall.

9.4 Consumption of intoxicating liquor is restricted to the licensed area.

9.5 On no account may intoxicating liquor be bought, sold or consumed on any part of the premises save pursuant to the Justices Licence. **The knowing purchase of alcoholic drinks for underage people will not be tolerated.**

9.6 The Committee may decline to make the bar facility available at any function, or to close the bar prior to the end of the function, or the end of permitted hours (if earlier) if it considers it expedient to do so, in particular where due to the behaviour of persons attending such function. The Hirer shall not be entitled to any refund or compensation due to the lack of a bar facility in such circumstance.

9.7 ***The Hirer is responsible to see all conditions of Item 5.2/5.3 are carried out, and that the hired Group/Disco, its equipment and the Guests have vacated the premises by 12.00am latest.***

10 BETTING, GAMING AND LOTTERIES

10.1 The Hirer shall comply with any statutory requirements relating to betting, gambling or lotteries on the premises.

11 MUSICAL COPYRIGHT

11.1 The premises are licensed with the Performing Rights Society for copyright music controlled by that Society.

12 PUBLIC ENTERTAINMENT

12.1 The main hall is licensed for music, singing and dancing and other public entertainment of the kind with seating limitations of 180 persons.

12.2 **When music is played, ALL DOORS AND WINDOWS MUST REMAIN CLOSED EXCEPT IN AN EMERGENCY.** The hall has an air exchange system which is controlled by the Bar Staff.

12.3 The hall uses a SOUND LIMITER for music volume control. ***It is the Hirer's responsibility to inform their performers.***

13 STAGE PLAYS

13.1 If the premises have no licence under the Theatres act 1968 in force, the Booking Clerk must be given at least four weeks' notice of any stage production.

13.2 The Hirer is responsible for all copyright arrangements in respect of such activities.

14 SAFETY REGULATIONS – See attached Safety Information Sheet

14.1 Nothing shall be done that will endanger the Policy of Insurance relating to the premises or the contents and in particular:

14.1.1 ***Fire Exits, Doors and Gangways must be kept clear at all times.***

14.1.2 Fire Appliances must be kept in their proper places and used for no other purpose.

14.2 The Hirer shall acquaint him/herself and those attending any function organised by him/her with the fire procedure as set out in the notice displayed on the premises. The hirer is responsible for fire evacuation in the event of a fire alarm.

14.3 The Hirer shall permit access by the Fire Office, Police, Local Authority, or Committee and comply with their demands.

15 ANIMALS

15.1 Save with the prior approval of the Committee, no animals (except guide dogs) shall be brought onto the premises.

16 SMOKING etc

16.1 **Smoking is strictly forbidden on the Village Hall premises. The use of stiletto heels is prohibited.**

17 PARKING

17.1 Please park in designated spaces, not on the grass. Additional parking is available at the public car park across the road