

RAMSDEN BELLHOUSE VILLAGE HALL

Registered Charity No. 1025468



Church Road, Ramsden Bellhouse, Essex, CM11 1RR

Website: ramsdenbellhouse.uk

CONDITIONS OF HIRE

- 1) No hiring will be deemed to have been made, unless made through the online booking system, or via the Booking Administration, and by completion of the booking form accompanied by the deposit and the total cost of hiring.
- 2) Tables and chairs are available in the hall. The booking Administration should be informed if the hirer intends to use more than 40 chairs. Please clean and return them all to the storeroom after use, ensuring they are all safely stacked. The floor must be swept, all rubbish is to be bagged up and cleared away using your own black bags which you must take away. The premises must be left clean and tidy and the immediate outside surrounding areas must also be left clean and tidy.
- 3) Any permitted equipment or decorations must be removed on the termination of the hiring, unless otherwise arranged with the Booking Administration. No decorations should be fixed to the walls or ceilings.
- 4) Should the hirer require intoxicating liquor to sell, then they must obtain a Temporary Event Notice (TEN). The hirer shall be held responsible to the Management Committee for the good conduct of the Bar and/or the service of liquor.
- 5) A refundable deposit of £150 is charged for each hall booking. In some cases, at the discretion of the booking Administration, this amount may be increased. Any breakage or damage that may occur during the hiring, are the responsibility of the hirer and must be reported to the Booking Administration. The cost of the repair or replacement will be deducted from the Deposit. Costs exceeding the deposit will be charged on to the hirer. The Management Committee also reserve the right to withhold a portion or all of the deposit if the hall or halls are left in such a condition as to require more than routine cleaning, if the tables and chairs are not put away correctly or if complaints of disruptive or noisy behaviour are received. The Treasurer will refund the deposits no later two weeks after the booking date.
- 6) The Deposit is payable at the time of booking. Should the hirer cancel the booking, the deposit will be forfeited unless 7 days' notice in writing has been received by the Booking Administration.
- 7) The current rates will be held firm for any bookings made less than 6 months in advance. For bookings made more than 6 months in advance, any increase authorised by the Management Committee will be applied to the booking fee.
- 8) Bouncy castles need to be authorised before using inside or outside of the hall. The hirer will need to obtain the relevant insurance certificate from the bouncy castle hire company.

- 9) The Management Committee accepts no responsibility whatsoever for any loss or damage to the property, or for any injury suffered by any persons using the Village Hall during the period of hiring.
- 10) The Village Hall does not hold a music licence. If the hirer wishes to hold an event involving music at a paid/chargeable event, or an event open to the public, the hirer must obtain their own valid music licence
- 11) For evening bookings, music must cease promptly at 23:00pm. Please remember that the hall is in a residential area and must be vacated by midnight.
- 12) The hirer is responsible for ensuring that anyone present during the period of the hire is made aware of the location of all fire exits, fire assembly points and the fire escape plan.

PLEASE NOTE THE FOLLOWING IS NOT ALLOWED – SMOKING – CANDLES – NAKED FLAMES – SMOKE MACHINES – BALLOON SHINE

KEYS

The time slot requested by you and stated on the booking form for the period of hire, shall include time for preparation before and clearing up.. The keys to the hall(s) will be available from the key safe. and shall be returned at the end of the event. The code for the Key Safe will be provided to you nearer the time of your booking and on receipt of your hire payment and deposit.