

# RAMSDEN BELLHOUSE VILLAGE HALL

Registered Charity No. 1025468



Church Road, Ramsden Bellhouse, Essex, CM11 1RH

Website: [ramsdenbellhouse.info](http://ramsdenbellhouse.info)

Email: [ramsdenbellhousevh@gmail.com](mailto:ramsdenbellhousevh@gmail.com)

## CONDITIONS OF HIRE

- 1) No hiring will be deemed to have been made, unless confirmed either by the online booking system or a booking form accompanied by the deposit and the total cost of hiring made payable into the village hall bank account.
- 2) Tables and chairs to seat 100 people are available in the hall. 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 (floral only) must be removed on the termination of the hiring, unless otherwise arranged with the Booking Secretary.
- 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. The hirer shall also observe the conditions of the licence for music and dancing (which can only take place in the old hall) held by the Management Committee.
- 5) A refundable deposit of £100 is charged for each hall booking. Any breakage or damage that may occur during the hiring, are the responsibility of the hirer and must be reported to the Booking Secretary, Key Holder or Caretaker. The cost of the repair or replacement will be deducted from the Deposit. Costs exceeding £100 will be charged to the hirer and payment will be due within 7 days of notification. 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, or if complaints of disruptive or noisy behaviour are received. The Treasurer will refund the deposits no later than two weeks after the after the booking date.
- 6) The Deposit of £100 is payable at the time of booking. Should the hirer cancel the booking, the deposit will be forfeited unless 14 days' notice in writing has been received by the Booking Secretary. An administration fee of £10 will be deducted from any Deposit returned after cancellation.
- 7) The hire charge must be paid not less than 30 days before the date of the booking. 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 are not allowed in the hall.
- 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) Due to the fact that the Village Hall does not hold an Entertainment Licence, it is illegal to advertise any function where music is played. To do so could result in prosecution.
- 11) For evening bookings, music must cease promptly at 23:30pm. 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**

### KEYS

It is assumed that the time(s) requested by you and stated on the booking form for the period of hire, include time for preparation before and clean time and to vacate the event or function. The keys to the hall(s) will not be available to you until the time stated and are to be collected and returned to the Booking Secretary. PLEASE TELEPHONE THE BOOKING SECRETARY BEFORE COLLECTING THE KEYS.

Collection Address: St Nicholas, Glebe Road, Ramsden Bellhouse CM11 1RJ – Tel: 01268 710757