



Church Road, Ramsden Bellhouse, Essex, CM11 1RH

Website: ramsdenbellhouse.info

CONDITIONS OF HIRE

- 1) No hiring will be deemed to have been made, unless made through the online booking system, or via the Booking Secretary acting as agent for the Management Committee, and by completion of the booking form accompanied by the deposit. The total cost of hiring is also required if the booking is made within 30 days of the hire date
- 2) Tables and chairs to seat 80 people are available in the hall. The booking secretary should be informed if you intend to use more than 40 chairs. Please clean and return them all to the storeroom after use, ensuring they are all safely stacked as shown on the notice in the storeroom. 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. No decorations should be fixed to the walls or ceilings. **No Ballon Shine Spray to be used as it makes the floors dangerously slippery.**
- 4) Should the hirer require intoxicating liquor to sell, they must inform the management committee and 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 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. The cost of the repair or replacement will be deducted from the Deposit. Costs exceeding £150 will be charged 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 refundable 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 hire charge. In this case the booking can be cancelled and the deposit will be refunded.

- 8) Bouncy castles need to be authorised before using inside or outside of the hall. You will need to obtain the relevant insurance certificate from the hirer and sign an acceptance form for all liability.
- 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) 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.
- 11) 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 ARE NOT ALLOWED – SMOKING – CANDLES – NAKED FLAMES – SMOKE MACHINES – BALLOON SHINE

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 Key Safe. The code for the Key Safe will be provided to you nearer the time of your booking.