

# **RIDGEWELL VILLAGE HALL**

**Drury Lane, Ridgewell CO9 4SL**

**Registered Charity No. 301384**

## **HIRING INFORMATION**

### **Responsibilities of Hirer**

All users shall be responsible for ensuring that they have read the Standard Terms and Conditions of Hire. All Hirers shall use the hall strictly in accordance with the Standard Terms and Conditions and are therefore responsible for reading and understanding these prior to making a booking. Regular hirers will have access to the hall through a key safe. Other hirers are responsible for arranging and collecting the keys and returning them to a key holder as specified below. The hirer must ensure that all rooms are left clean and tidy with special attention to the kitchen and toilets. Lights and taps must be turned off, windows closed and the building locked and secured and the alarm set (if requested).

<b>Keyholders</b>	
Liz Summers	<b>07709 088224</b>

### **Special deposit**

RVHMC will request a special deposit payment (separate payment) at the time of booking to cover any damage and/or cleaning over and above routine cleaning. Payment may be processed but will be returned to the hirer on completion of a satisfactory hire.

The special deposit will be refunded provided that (a) no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring, and (b) all cleaning and safety requirements have been satisfactorily completed.

### **Premises licence**

The Village Hall has a Premises Licence authorising certain regulated entertainment and licensable activities.

Alcohol can be sold during the hours detailed below. An additional fee is payable to the VHMC on these occasions. Sale of alcohol includes provision of alcohol as part of a ticket/entrance price and/or requesting donations for alcohol. Hirers intending to sell alcohol outside of the days/times listed below will require a Temporary Event Notice (TEN) – see below.

Fridays: 19:00 to 23:00

Saturdays: 09.30 to 17.00 and 18.00 to 23.00

The hall has a licence with the Performing Rights Society (PRS) for the public performance of musical compositions and a Phonographic Performance Licence (PPL) for the public performance of recorded music.

**Temporary event notice (TEN)**

If you have indicated on the booking form that alcohol will be available during the hire period and this is outside the days/times detailed above, or have selected any other activity which is outside our Premises Licence, you will need to seek written permission from the RVHMC for the activity to take place. If granted, the Hirer shall be responsible for obtaining a Temporary Event Notice (TEN) for the event from Braintree District Council. Failure to obtain a TEN from the licensing authority will result in cancellation of the hiring without compensation.

**Total payment must be received in advance for all sessions booked. The RVHMC reserves the right to adjust our hire rates by giving one month's notice.**