

SHILTON VILLAGE HALL

Conditions of Hire

Organisers of functions and events at the Village Hall must ensure that these conditions are met;

General

1. Responsibility for the premises and any keys/door codes rests with the Hirer during the period of access to the Hall. **The hire period must include set-up and clear-up times.** The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.
2. The current capacity of the Hall is 120 persons.
It is the responsibility of the Hirer to ensure that no greater number attend their event.
3. Young people must be appropriately supervised.
4. Smoking is not permitted anywhere on the premises.
5. Hirers must familiarise themselves with the escape routes, and keep these and access to fire extinguishers clear.
6. Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into the Hall.
7. Public Liability is the responsibility of the Hirer.
8. The rear car park and playing fields are under the jurisdiction of the Parish Council and are not part of the Village Hall.

Housekeeping

9. Nothing is to be fixed to the walls by means of tape or pins. This includes the stage curtains. Blu tac may be used on the walls.
10. Furniture should not be dragged in a way that the floor is marked.
11. All hirers are to ensure that the appropriate 'trolley' is used when setting out and re-stacking chairs.
12. Chairs must be stacked facing the wall and no more than five high.
13. Tables should be stacked on the trolley with the folded legs facing upwards. Ensure tables are clean before storing.
14. Children and animals are not allowed in the kitchen.
15. No naked flames allowed in the hall.
16. It is the responsibility of the hirer to assess the risks of hot food and drinks.
17. No apparatus or equipment of any description may be left on the premises without the agreement of Shilton Village Hall Management Committee.
18. No liability whatsoever is accepted by Shilton Village Hall for equipment left or stored on the premises.

Alcohol

19. Only alcohol supplied by the Shilton Village Hall Bar may be consumed on the premises. The bar, if required must be booked in advance. Hirers and visitors must ensure that alcohol is not consumed by those under 18. The Hall has a Premises (Entertainment) Licence as required under The Licensing Act 2003.

Leaving

20. Ensure that the Hall is left clean (including the kitchen and toilets) and tidy ready for the next user. Turn off all lights and check all running water taps are off.
21. Close all windows. Rear double doors - close latches and attach chain through door bars. Lock both interior and exterior exit doors as you leave.
22. Ask users to leave quietly out of respect for our neighbours.

23. Put rubbish (maximum of three household size bags securely tied) next to the bin in the car park or take your rubbish home.

Payment & Cancellation

24. Regular Hirers will be invoiced monthly in arrears.
25. Occasional Hirers will be invoiced on acceptance of booking.
26. Full payment is required on receipt of invoice which will include the hire fee and a retainer fee of £100 which will be refunded in full after a satisfactory inspection.
27. Any additional cleaning, waste disposal, or repairs required will be charged to the Hirer or deducted from the retainer at cost. The Committee appreciate that accidental damage can occur so please advise us asap if anything happens.
28. Cancellation must be made by e-mail to admin@shiltonvillagehall.co.uk. A Hirer cancelling an event with more than 14 days' notice will receive a full refund of their booking fees and retainer. Booking fees will not normally be refunded if less than 14 days' notification of a cancellation is given.
29. Shilton Village Hall Committee reserves the right to cancel any booking by giving notice by email and returning the hiring charge and deposit, should the purpose of hiring the Hall be in any way improper or unauthorised, or should the building be required as a Polling Station, or in a case of force majeure. The Committee shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.
30. Shilton Village Hall Committee reserves the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use.