Terms and Conditions for Hire of the Hall and other property Yelverton War Memorial Recreation Field and Village Hall Trust, Meavy Lane, Yelverton (Reg. Charity No: 301025)

**STANDARD CONDITIONS OF SUPPLY**

1. These conditions apply to all agreements for the supply of property and equipment by the Trust to a Hirer.
2. The Trust has the discretion to refuse any bookings that it decides are undesirable.
3. When you make a booking you are deemed to have confirmed that you have read the Health and Safety Procedure and that you agree to comply with the requirements of the Health and Safety Procedure.
4 The Trust may require a credit application from the Hirer.

**DURATION**

2.1 The hire will commence at the time agreed and finish at the time agreed.
2.2 All entertainment will finish at the time agreed and always prior to 11.00pm and the property will be vacated promptly on completion.

**PRICE**

3.1 The price quoted will apply to the agreement and must be paid in advance, unless special terms are agreed in writing.

**PAYMENT TERMS**

4.1 The charge for hire will be agreed on confirmation of the hire agreement.
4.2 The Hirer must pay a deposit of £100.00 to book the hall and must pay the hire charge at least one month prior to the agreed hire. This does not apply for children's birthday parties.
4.3 The Trust will repay the security deposit within one month of the hire upon satisfactory completion and observance of the terms and conditions.

**PROPERTY & EQUIPMENT**

5.1 The Trust agrees to hire the hall and toilet areas and any associated equipment in these areas. This includes chairs and tables which may be stored in the storage area.
5.2 The Trust agrees to hire the bar area if required. Please note a separate event licence may be necessary and this can be obtained from West Devon Borough Council for any alcohol sold and consumed on the premises. The Hirer is responsible for obtaining and purchasing any licence. The Hirer is also responsible for ensuring all guests behave in a proper manner following the consumption of alcohol.
5.3 The Trust agrees to supply electricity for heating, lighting and entertainment equipment, for which there may be a separate charge. If applicable, this will be mentioned at the time of booking.

5.4 The Trust agrees to hire the kitchen and any associated equipment.

5.5 The Trust agrees the Hirer and guests may have free use of the car park area and all vehicles must be parked on the tarmac area. No vehicles are to be parked in the adjacent road, Meavy Lane.
5.6 The Trust agrees to the use of the patio area outside the hall. This is the only area that can be used for smokers and all cigarette butts must be removed at the end of the hire.
5.7 The Trust agrees to the hire of the small meeting room, known as the Sue de Looze Room.
5.8 The Hirer must ensure care is taken not to damage doorways, floors, walls, etc, when moving entertainment and other equipment into and from the Hall. The Hirer shall remain responsible for any damages and consequences.
5.9 The Hirer may install additional equipment, such as children's bouncy castles, but must ensure that these are fully insured and supply the operator's certificate of insurance when requested.

**CLEANLINESS**
6.1 All rubbish is to be removed from the premises by the Hirer. This includes empty bottles, cans, food and any other rubbish.
6.2 The Hirer is responsible for the cleanliness of the hall after use. If the hall is not left clean and free from rubbish, The Trust reserves the right to charge the Hirer for the costs of cleaning the hall.
6.3 Tables and chairs are to be returned to the storage area.
6.4 The hall and kitchen are to be left in the condition they are found.

**NOISE & NUISANCE**
7.1 The Hirer must ensure that guests do not congregate outside the main doors.
7.2 The main entrance doors must be closed at all times. This is both to prevent unauthorised access and thus to ensure the safety of your guests, and also to restrict noise and nuisance for the surrounding neighbourhood.
7.3 The Hirer must ensure any noise should be of a level which could not disturb local residents.

**SECURITY**
8.1 The Hirer / Responsible Person is responsible for the security and safety of children at all times.
8.2 The Hirer is responsible for ensuring that the property is left in a secure state on completion.
8.3 All doors and windows including fire doors must be left secure and all heaters and lights must be turned off on departure.