

## **Porchfield & Newtown Village Hall**

**Registered Charity 1041302**

### **TERMS AND CONDITIONS OF HIRE & HIRER CHARGES**

Please note that all Hirers are required to abide by the terms and conditions below. Signature of the booking form assumes understanding of and compliance with the terms and conditions.

#### **Access**

The Hirer shall ensure free and clear access to and from the Hall at all times; and will not cause or permit the obstruction of any doorway inside or outside of the building. The authorised stewards appointed by the Hirer must acquaint themselves with all fire exits and should assist in the event of emergency evacuation.

#### **Alcohol**

The premises are NOT licensed for the sale of alcohol. If a licence is required it is the responsibility of the Hirer to apply to the local authority for Temporary Events Notice. NO ALCOHOL is to be supplied to, or consumed by persons under the age of 18 years. Bottles or glasses must not be removed from the premises. (See also section re - HIRERS)

#### **Cancellation of Bookings**

The Village Hall Management Committee reserve the right to cancel the booking due to any cause or circumstances beyond its control. However, the Committee shall not be liable for any loss or claim incurred by the hirer, or any other person connected to the booking, as a consequence of such a cancellation.

The Village Hall Management will cancel a hiring in the event of the accommodation being required for the purpose of European, Parliamentary, County and Parish Elections or any other public purpose.

(See also the section on Hire Charges)

#### **Chairs & Tables**

Please stack chairs and tables tidily.

For safety reasons chairs stacked in the hall must not exceed 4 high

#### **Children**

The Hirer must ensure that all reasonable precautions are taken for the safety of children. All children under 16 must be accompanied by, or under the supervision of, a responsible adult.

#### **Cleaning Facilities**

There is a vacuum cleaner available for your use, which will be stored either in the kitchen or walk in store room.

#### **Custody of Articles**

The Committee accept no responsibility for the loss or damage to any property brought into the Hall or Grounds.

#### **Damage to Hall and Contents**

The Hirer will be responsible for any loss or damage to the Hall and its contents (except normal wear and tear), and will be required to pay for any such damage, loss or extra work required to restore to good condition.

#### **Fire Alarm**

A manually operated Fire Bell is positioned adjacent to the main entrance door. In the event that the fire bell is sounded, all persons in the building must evacuate through the nearest exit

#### **Fire Risks**

The Hirer undertakes not to do or bring anything into the Hall which shall in any way increase the risk office, e.g. balloons filled with inflammable gas. Gas heating or oil burning appliances for the preparation and heating of food are strictly forbidden. The throwing of paper streamers is likewise prohibited. Smoking is prohibited in the building.