

Porchfield & Newtown Village Hall

Registered Charity 1041302

TERMS AND CONDITIONS OF HIRE & HIRER CHARGES

First Aid

Person(s) experienced in First Aid must be provided by Hirers.

The First Aid box is located in the kitchen above the serving hatch. Will you please leave a note of any items used so that the appropriate replacements can be made.

Hall Capacity

The legal maximum capacity of the Hall is 100. Please note that for a fully seated function its maximum capacity is realistically 90 (including helpers).

Hall, Kitchen and Toilets

You are required to leave the Hall, Kitchen and Toilets in good order, and in a clean and tidy condition. Please ensure that all food and food particles are cleared away prior to leaving the premises.

Hirers

The minimum age of the person(s) hiring the premises is 18 years. An adult **MUST** be present for the duration of the hiring period. Entry to and from an event must be by ticket and the numbers attending be made available at any time during the event.

Where alcohol is consumed (e.g. at a private party) the Hirer must name an adult with a minimum age of 21 years who must be present for the duration of the event.

Hire Charges

Hire of the Hall is charged for the entire booking period i.e. inclusive of 'set up' and departure times. The charges for hiring the Village Hall shall be in accordance with the schedule as laid out on page 4 of these terms and conditions. Charges are reviewed annually to take effect from the 1st January of each year.

THE APPROPRIATE HIRE FEE MUST ACCOMPANY THE BOOKING FORM. IN THE EVENT OF CANCELLATION THE VILLAGE HALL COMMITTEE RESERVE THE RIGHT TO WITHHOLD EITHER THE FULL AMOUNT OR 10% THEREOF.

Hire Fees

Payment for the hire of the Hall should be made in advance to the booking's Secretary (see separate schedule for details). Payment terms if not paid in advance are strictly 30 days net with a surcharge of 10% added for every day overdue.

Insurance

The Parish Council maintains 'Public Liability' insurance in the event of claims made by the public alleging personal injury or loss or damage to property caused by defects in the Premises.

Lighting & Heating Appliances

All lights and heating appliances must be switched off prior to leaving the building.

Notice Boards

No notices may be placed on notice boards without first obtaining permission from the management committee.

Noise Limits

Music emanating from the premises shall be of a level whilst audible (heard), is so low in volume that distinct lyrics, tunes, musical instruments and any bass beat cannot be recognised at any point on a line in Main Road, (where the highway borders the grass verge) between the access to Elmsworth Lane and the northern end of the first single storey wooden dwelling (The Bungalow'). All windows and doors **MUST** be closed when performances of loud or amplified sounds from live or recorded music are taking place.

Personal Injury

The Committee accepts no responsibility for personal injury sustained in the Hall or grounds.

Refuse

Please tie up refuse/rubbish in a plastic sack and **TAKE IT HOME WITH YOU.**

Sellotape/Blue tack

Please do not use sellotape or blue tack on the walls or doors.

Smoke Machines

All smoke machines must be controlled by a competent operator at all times following the instructions given by the machines manufacturers.

The volume of smoke must be kept to a minimum so as not to affect the escape routes, cause obstruction of exit signs or cause false alarms in any smoke detection system