

# Porchfield & Newtown Village Hall Terms and Conditions of Hire 2018

All hirers are required to agree and adhere to the terms & conditions below. Submission of a completed booking form assumes agreement.

**Confirmation.** Bookings only become valid once they have been confirmed by the Bookings Secretary and deposit has been received by us. The minimum deposit is 50% (or total hire charge). Payment of any balance is due before date of hire.

**Hirer.** Minimum age of hirer is 18.

**Duration of Booking.** Remember to allow time to set up and clean away at the end when deciding on the length of your booking.

**Usage.** The Hall may only be used for the purpose set out on the booking form, you may not sub hire or use the Hall for any unlawful purpose.

**Insurance.** Businesses, Clubs and Teaching groups are responsible for their own Public Liability Insurance.

**Safeguarding.** Any organisation that will be working with children in the hall will need to have DBS checks, safeguarding procedures and a policy in place.

**Candles/Smoking.** The use of candles or smoking is prohibited in all areas of the premises and grounds.

**Alcohol.** Alcohol and intoxicating liquor are NOT to be sold on the premises.

**Cancellation.** If you wish to cancel the booking before the event date, any repayment of the booking fee shall be at the discretion of the Committee. You may be required to change your booking if the Hall is required by the council for Election or public purposes. In this case an alternative or a full refund will be offered.

**Cleanliness.** When you enter the Hall, it will be clean & tidy (if not please inform Lynda immediately). Please take your rubbish home and leave the Hall clean and tidy. If the Hall, kitchen or toilet is left in an unsatisfactory condition, we will ask you to pay for the Hall to be professionally cleaned.

**Music.** The Hall has a PRS & PPL licence to play music. Please turn the music down at 10.00pm and off at 11.00pm. When leaving at night, PLEASE LEAVE QUIETLY so as not to disturb the local residents.

**Kitchen.** Please indicate on the booking form if you wish to use the kitchen facilities. There is no extra charge for its use but the hirer is responsible for leaving it clean & tidy.

**Food.** When preparing, serving or selling food all relevant health and hygiene regulations must be adhered to.

**Children.** Children must be supervised by a responsible adult at all times.

**First Aid.** First Aid box is located in the kitchen .

**Fire.** Fire precautions & regulations can be found on the notice board in the entrance.

**Check List.** Reminder check list is on the notice board.

**Car Park .** Limited parking is available in front of the hall. Vehicles are parked at the owner's risk.

**Electrical Appliances.** All appliances brought into the Hall should be used in a safe manner and be in good working order.

**Chairs & Tables.** Please stack the tables in the store room. Stack plastic chairs in 5's. Do not stack padded chairs.

**Sellotape/Blue Tack.** Do not use sellotape or blue tack on walls or doors.

**Dogs.** Assistance dogs are allowed in the Hall, others only by prior arrangement.

## When Leaving.

Please ensure Hall & kitchen are clean & tidy.

Take all rubbish home.

Switch off lights.

Turn off all heaters

Place chairs around the hall & tables away in the store room

Refer to check list on notice board.

## KEYHOLDERS

**Tracey Watkins** 01983 524818 (Caretaker)

**Rustic cottage, Main Rd**

**Pauline Mayer** 01983 524810

**Paul Hewson** 01983 525708

Stay in touch by visiting our website [www.porchfieldvillagehall.org.uk](http://www.porchfieldvillagehall.org.uk)

**Please do not park in the Sportsman's Rest Car park unless authored by the owners**