

KILSBY VILLAGE HALL MANAGEMENT COMMITTEE

Terms & Conditions for hire of the Village Hall/Kilsby Room: -

General conditions

G.1 – Fire regulations require that all exits must remain clear at all times. The Hall operates a " NO SMOKING" policy in all areas of the premises. No naked flames allowed.

G.2 – The Hirer shall be responsible for obtaining any licenses necessary for the selling of alcoholic liquor and for the observance of the licenses. The name of the licensee shall be stated on the booking form and details provided.

G.3 – The Hirer is responsible for adhering to all regulations relating to the premises pertaining to Health & Safety, Fire Regulations and Local Authority or otherwise as stated by the Management Committee.

G.4 – The Hall's Insurance provides Hirer's Liability insurance for Ad-Hoc Groups and Individuals. Established groups and groups permanently resident at the premises are required to have their own Insurance. A copy of the hirer's insurance certificate must be provided to the Management Committee annually. The Hirer is responsible for ensuring any provider of service or equipment relating to the Hirer's period of hire has suitable Insurance cover.

G.5 – No equipment will be stored on the premises without the express permission of the Management Committee. Depending on the nature of the equipment the Management Committee will agree the requirements of any necessary insurance cover with the Hirer, which shall be confirmed in writing. In the event electrical portable appliances are stored the hirer must ensure that these items are PAT tested annually.

G.6 – The main hall is licensed for a total of 120 people, and the Kilsby room for 40 in total. The premises shall not be used for any purpose other than that for which prior permission has been granted.

G.7 -The Hirer is deemed to be personally responsible for the good order and behaviour of their guests and must not sub-let or transfer the booking to any other person/s. Parties held for anyone 18 or under must be supervised by an adult at all times

G.8 -The Management Committee reserve the right to cancel the hiring in the event of the Hall being required for an emergency, elections, Governmental or any such other business, in which case the Hirer shall be entitled to a full refund of the fee and any deposit paid but no other compensation.

G.9 – In the event of the Hall or any part thereof being rendered unfit for the use for which it was hired (by accidental damage or act of God sustained previously) the Committee shall not be liable to the Hirer for any resulting loss or damage.

G.10 – Under no circumstances are dogs allowed (except for guide/assistance dogs) in the Kilsby Room and only by prior agreement in Main Hall.

G.11 – The Management Committee's decision regarding the interpretation and application of these Terms and Conditions shall be final and conclusive.

Fees & Charges

F.1 –Where possible booking should normally be made at least 4 weeks prior to the booking date. All fees including 25% deposits should be paid by the Hirer in advance, prior to the Hall keys being issued to them. Any additional requirements (such as use of kitchen and equipment) or performing rights fee must be indicated at the time of booking.

F.2 – Deposits [refundable] shall be determined by the Booking Secretary with due regard to the risks associated with the hire. Deposits may not be refunded if there is a serious breach of these Terms and Conditions, including poor condition of the Hall after the period of hire, rubbish left inside or outside the Hall and excessive noise, anti-social behaviour or disturbance caused to neighbours. Cancellations should normally be made not less than two weeks prior to the booking time if a booking is not required; otherwise a cancellation charge of 1/3rd of the hire charge will be made

F.3 –.The hire fee shall include **use** of any tables & chairs but not the **setting up** of these. The Management Committee cannot be held responsible for the efficient working of any equipment. It is advisable to check at the commencement of the hire that the heating, lights etc. are working correctly and report any malfunction.

F.4 – The scale of Fees & Charges may be revised at any time at the discretion of the Management Committee.

During the Period of Hire

D.1 – The Keys to the hall and the alarm reset can be obtained from Mrs Marj Mills (01788 823178) or Mr Tom Hindle (01788 823378). The hirer is responsible for the safety of these until returned IMMEDIATELY after the hire period to the relevant key holder.

D.2 – The Hirer and/or their invitees shall not cause any nuisance or annoyance to the occupiers of adjoining property or do any act or thing which may cause damage to such adjoining properties. The Hirer hereby acknowledges that it is an offence to cause or permit to be caused any noise amounting to a nuisance and agrees that during any function when music is played, the volume is maintained at a level, which will not cause a nuisance to the inhabitants of the neighbourhood. The front doors shall not be left open during the function and **IN NO CIRCUMSTANCES IS MUSIC TO BE PLAYED AFTER 11.45 P.M in accordance with the premises licence.**

D.3- Decorations - No sellotape, masking tape, drawing pins, nails to be used on the interior walls or ceilings. Blu/White Tack is acceptable. While party poppers are allowed, **No “silly string” is allowed (It sticks to the floor)**

D.4 –Exit doors must be kept clear at all times and cars must be parked in the designated parking bays.

D.5 – The Hirer shall personally ensure that when persons leave the Hall during or after a function they do so in a quiet and reasonable manner. Children should not be allowed outside of the premises at any time, unless supervised by an adult.

D.6 . –No bicycles allowed inside the hall complex, entrances or doorways. Bicycle racks are provided in the car park.

After the Period of Hire

A.1 – At the end of any period of hire, the Hirer shall clear the Hall of all equipment, that has been brought in and remove any decorations. Crockery (if used), shall be washed and returned to correct cupboards. The cookers (if used) shall be left clean and all tables wiped down before being stored in their original positions. **Chairs should be re stacked in Main Hall/Kilsby Room/storage room where indicated by photos and instructions - in their original positions.** The Hall shall be left in a clean and tidy condition and ALL RUBBISH must BE REMOVED FROM THE HALL AND PLACED IN APPROPRIATE BIN OR TAKEN AWAY.

A.2 – Any damages or breakages must be reported to the Key Holder as soon as possible after the incident. The cost of making good such damage or breakages may be charged to the Hirer.

A.3 – The Management Committee accepts no responsibility for loss or theft of personal items upon the premises of the Hall or in respect of damage to or theft from vehicles parked on the premises. Vehicles are parked entirely at the owners risk and shall not be left on the premises overnight unless agreed in writing by the Management Committee.

A.4 – The hall complex has an alarm system. Instructions will be given on how to de-activate the alarm before entering and leaving the Hall/Kilsby Room.

Before leaving the Premises; - the **hirer is responsible for ensuring:-**

- 1 Cookers, kettles, hot water heaters, microwave and dishwasher are turned off.**
- 2 All water taps are turned off, including the wash hand basins.**
- 3 All windows and doors are closed and locked**
- 4 ALL LIGHTS ARE TURNED OFF INLCUDING CAR PARK LIGHT (The outside security lights by the entrance doors are automatic as are the toilet lights and the lobby between the Hall / Kilsby Room)**
- 5 Activate the alarm (note The alarm system covers both the Main and Kilsby Halls if on leaving one of the other halls is still in use do not activate the alarm ,but inform the other user that they are responsible for the alarm and main gate).**
- 6 The last to leave must lock the main gate.**
- 7 Return the keys**

The Hirer agrees to all Terms & Conditions on return of a completed Booking Form

Kilsby Village Hall Management Committee.

Revised November 2017