

Kirk Deighton Village Hall CIO– Terms and Conditions of Hire

Booking: The Hirer must complete the Booking Form and make **full payment of the required refundable deposit and the hire fee at the time of booking.** If you have booked an entertainer for your party please ensure that you have allowed sufficient time for the entertainer to 'set up' and 'tidy away'.

Failure to comply with any of the Terms and Conditions of Hire will result in loss of all of your deposit.

The Hirer will during the period of hire, be responsible for:

- The supervision of the Hall, the fabric and contents, their care and safety from damage
- Ensuring that the permitted number of people in the Hall does not exceed 120 (Fire Regulations)
- Ensuring that the behaviour of all persons using the premises is appropriate and that there is adult supervision for all children's parties - at least 1 adult: 10 children.
- No overnight camping (including motorhomes and caravans) is allowed in the village hall car park.
- Use of the hall facilities e.g. toilets, is not allowed between the hours of 23.45 to 08.30 the following day.
- The supervision of car parking arrangements. Please ensure all hall users park on the tarmac and gravelled areas.
- **Please ensure there is no parking in the access road, outside the hall gateposts, due to fire regulations, and to avoid restricting access to the residents' houses and access to the hall for emergency vehicles. All Hall users must adhere to the 5mph speed limit on site and access road.**

The Hirer shall indemnify the Committee for the cost of repair for any damage done to any part of the Hall including the surrounding or the contents of the buildings during, or as a result of, the Hire. No one is allowed to sit on the window ledges or the kitchen work surface for health & safety reasons, this can result in damage to the paintwork for which a charge to repaint will apply.

The Hirer shall not sub-let, or use the Hall for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the Hall, or its users.

- All electrical equipment brought on to the premises, e.g. music speakers, computers etc must be in good condition and safe to use
- Fused trailing sockets must be used in preference to multi adaptors. Trailing electrical cables must be routed away from main pedestrian walkways. Where not possible, cables are to be taped over, or otherwise made safe.

Fire

The Hirer must note position of the fire extinguishers and fire exits. Fire exits must be kept clear and a one metre gangway must be left leading to the fire exits. Do not prop any external doors open. In the event of a fire, it is the Hirer's responsibility to check that all rooms have been vacated, all Hall users are accounted for and the emergency services are contacted.

Safety. the hirer must take note of, and adhere to, any/all information/instruction signage displayed for their safety.

- The cleaning cupboard must be kept locked at all times except during cleaning at the end of the hire period. Children should be closely supervised when the cleaning cupboard is open.

First Aid:

- The First Aid kit, which is situated on the kitchen wall, is only to be used for minor injuries.
- For major injuries the emergency services must be contacted, and a Management Committee member informed of the incident.

Alcohol, Food and Entertainment

The hirer must ensure that all necessary licences have been obtained for the sale of alcohol and the performance of regulated entertainment, and abide by the times stated therein. Any licence must be e mailed to the Booking Secretary prior to the booking.

- We can hire wine or beer glasses. All breakages must be paid for.
- The Hirer must also ensure that any Caterers or Entertainers engaged are suitably licensed and insured.
- All crockery, cutlery and pans used during the period of the hire must be washed, dried and put away at the end of the hire. (See additional notes about the dishwasher below) Please notify the Committee of any breakages.
- All rubbish must be removed from the premises at the end of the hire period.
- Our insurance policy specifically excludes Bouncy Castles. Bouncy castles are not allowed inside or outside the hall.
- NO fireworks are allowed inside or within the grounds of the village hall.
- NO candles are allowed in the hall except those on a birthday cake.
- NO blue tak, sellotape or similar is to be used on the walls. You can use white tak. You may stick banners and other similar decorations on windows and doors. Please remove at the end of your hire period.

Dishwasher

You are welcome to use the dishwasher with the following conditions-

- Please read the notice in the kitchen with regard to stacking the dishwasher.
- If the dishwasher is full / nearly full please put it on.
- Do not leave any dirty crockery for someone else to put in the dishwasher.
- Please empty the dishwasher of clean crockery and cutlery before the end of your hire.

Noise and Disturbance

- Do not disturb those living close to the Hall and do not permit guests to cause any sort of disturbance in the area, either during or after functions.
- It is the Hirer's responsibility to call the police if there is a disturbance.
- Keep music volumes moderate. All windows and doors MUST be kept closed during the playing of live or recorded music in the Village Hall. Music should not be audible outside the Village Hall. (These are the terms of our licence from Harrogate Borough Council).
- Offenders will not be allowed to rehire the Hall.

The Committee is not responsible for loss or damage to any property, or to any vehicle of the Hirer or user or any person attending the Hall, as a result of this hire.

The Committee, at its sole discretion may refuse, cancel or curtail lettings.

End of Hire

- Functions must finish by 10.30pm.
- Guests must vacate the hall and car park 15 minutes after this.
- The Hall must be left clean, floors swept and all spills mopped.
- All waste must be removed from the premises and not left in the building or outside.
- Check that all lighting switches are off, including the water heater in the kitchen.
- Leave the Hall as found, windows closed, all external doors locked, curtains opened, chairs and tables stacked as per the notice in the cupboard.
- All kitchen work surfaces, and the cooker, are to be cleaned. The fridge is emptied.
- All toilets are to be flushed and left in a clean and tidy condition. The wash hand basin work surfaces should be wiped.
- All of your belongings are removed from the hall.
- The cost of repair of any damage done to any part of the Hall, including the surroundings or contents of the building during, or as a result of the hire, will also be charged for.
- Noise or nuisance late at night will incur a lost deposit.
- Offenders will not be allowed to rehire the Hall.

Smoking

A strict No Smoking policy applies within the Hall.

Cancellation charges

If you have to cancel your booking a sliding scale of charges will occur:

- Up to 30 days beforehand - no charge
- 15 - 30 days - 50% of hire charge will be retained
- 7 - 14 days - 75% of hire charge will be retained
- Less than 7 days - 100% of hire charge will be retained

We will refund all the hire charge if we are able to re let the date you had to cancel.

If the hall is unavailable e.g. no heating / power / water we will refund all your hire fee. We will try to give you as much notice as possible. The Committee is not responsible for any additional charges you may occur if we have to cancel your booking.