

TATTINGSTONE VILLAGE HALL CONDITIONS OF HIRE JULY 2020

PLEASE READ CAREFULLY - THE PERSON MAKING THE BOOKING & PAYING THE HIRE CHARGE (the_hirer) WILL BE RESPONSIBLE FOR ENSURING COMPLIANCE WITH THESE CONDITIONS.

1. The Hirer is responsible for ensuring that:-

All social distancing measures must be adhered to. On commencement of hire all surfaces must be sanitised i.e light switches door handles and any ancillary equipment used. Make sure adequate air flow through the hall and take a record of names and contact numbers of everyone attending this hire, which must be kept for 21 days.

The Hall is used in a safe, responsible & orderly manner, for the entire period of the hire.

Children (when present) must be adequately supervised by responsible adults, at all times.

Noise must be kept within reasonable levels (especially with regards to bass adjustment of bands/discos)

No Alcoholic drinks are to be sold unless the appropriate licence has been obtained (which shall be shown to the Committee on request) & that all regulations relevant to its use are strictly complied with.

The function must finish by 23.30 & the hall must be completely vacated by 24.00 hours.

All floor liquid spillages must be immediately mopped up with the mop and bucket which is kept in the disabled toilet entrance

Individual hiring agreements must be signed & returned with full payment on the day.

2. Before the Hall is vacated the Hirer shall ensure that:-

All used surfaces, light switches, door handles etc have been sanitised. All bins liners to be tied and placed in the black bin outside. All toilets to be flushed and sanitised.

The floor is swept & any tables & work tops used are wiped clean.

Any utensils/equipment used are cleaned & returned to their positions.

All tables & chairs are stored as originally found at the commencement of hire.

No bottles or cans are left on the premises & all other rubbish is deposited in the outside wheelie bins.

All sink water taps, electrical switches are turned off.

All windows are secured, all cupboards & fire doors are closed & the front door is securely locked.

3. The Hirer is responsible for any damage to the Hall, or Contents during the hire period.

4. Fire Safety & other Regulations.

All fire exit doors must be kept free of obstruction - both internally & externally AT ALL TIMES. With Exit Routes Determined

There must be no interference with electrical or other fittings.

Malicious use of the fire alarm/extinguishers, will result in an extra charge being made to the Hirer - to cover any re-programming/re-filling costs & or any consequential damage which may result.

The maximum capacity of the hall is limited to 150 persons.

No advertising outside of Tattingstone Village Hall may take place without the express consent of the Committee.

Bouncy Castles or similar items, must not be located or used within the Hall building.

No nails screws or similar may be fixed to any part of the Hall nor any other means of fixing which might remove paint or leave any other visible damage when removed.

All items must be carried and not dragged across the floor, shoes which may damage must not be worn.

The car park is primarily intended for 'Hirers Users' vehicles and their contents are parked at the owner's risk.

5. **Any member of the Committee or its Agent, may enter the Village Hall at any time.**

The Committee shall not be responsible for any loss, damage, or personal injury arising from use of the Hall, except to the extent that it can be shown to have been negligent. All such instances must be reported both verbally and in writing to the Committee within seven days of occurrence.

The Committee shall not be held responsible for any loss incurred by prospective hirer's as consequence of the Village Hall being unavailable, for any reason.

UPDATE - ALL adults must scan in with the QR Code on entry to the hall

Committee means Tattingstone Village Hall Management Committee.

I have read and understand the Conditions of Hire

Signed by.....

Dated.....

Address.....

Telephone.....