



Medstead Village Hall – Terms and Conditions of Hire

- 1) Medstead Village Hall COMMITTEE accepts no liability for damage or injury to persons or property arising from the use of the Hall.
- 2) The Hirer must pay the prescribed fee at the time of booking or 6 weeks in advance of the hire whichever is later. For regular bookings, users will be invoiced at four monthly intervals.
- 3) THE HIRER shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order and used in a safe manner.
- 4) To avoid damage to the floors, the wearing of 'stiletto heels' is not permitted.
- 5) THE HIRER is responsible for proper supervision of car parking arrangements, so as to avoid obstruction of the highway.
- 6) The Hall is a non-smoking venue.
- 7) No fireworks, sparklers or naked flames (e.g. candles) are to be used anywhere in the hall.
- 8) Access to the Hall will not normally be permitted before the time booked on the application. (Please advise any caterers etc). Therefore, setting up and clearing up time needs to be allowed for in the booking.
- 9) Hire of the Main Hall and/or Wiltshire Room will include the use of the kitchen and its equipment. PLEASE NOTE THE KITCHEN IS A SHARED FACILITY AVAILABLE TO HIRERS OF BOTH THE MAIN HALL AND WILTSHIRE ROOM.
- 10) Hirers requiring exclusive use of the kitchen area must book the whole hall.
- 11) All internal room doors remain unlocked but closed. The Hirer is responsible for leaving the hall locked and secure after the hire.
- 12) A security deposit will be charged at the discretion of the COMMITTEE / BOOKING SECRETARY for private parties, wedding receptions, commercial bookings, etc. Deposits may be forfeited in the event of users not complying with these terms and conditions.

- 13)** The officers of Medstead Village Hall will not be able to set out tables and chairs etc.
- 14)** Medstead Village Hall has the facility to sell or serve alcohol on the premises. However, THE HIRER running a function requiring the serving of alcohol must first receive permission from the Designated Premises Supervisor (DPS) and this facility is subject to a charge. All requests for supply of alcohol will require the completion of a request with an appointed person responsible for upholding the Village Halls alcohol policy and is subject to confirmation by the Hall's DPS. Note the Hall's license specifically excludes consumption of alcohol off the premises / on the Village Green, which would require a Temporary Event Notice (TEN) application to East Hampshire District Council.
- 15)** THE HIRER can only bring their own alcohol onto the premises by prior arrangement.
- 16)** THE HIRER must vacate the Hall by the time agreed in the hire. All licensed bars should be closed by 11.30pm leaving time to clear up before midnight. Any deviation from this must be agreed when hiring the Hall.
- 17)** It is an offence to sell alcohol that has not had the UK duty paid.
- 18)** No alcohol or valuables should be stored on the premises overnight.
- 19)** Fire exits must not be obstructed in any way. Emergency exit doors must not be used for general entry to the Hall. If these doors are opened during a function, then it is THE HIRER'S responsibility to ensure that they are locked prior to leaving the Hall.
- 20)** THE HIRER, will during the period of hiring, be responsible for the supervision of the premises and the behaviour of persons using the premises.
- 21)** At the end of the hiring, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions must be replaced, i.e. chairs and tables should be cleaned and stacked in the storage areas provided. If not, the Booking Secretary shall be at liberty to make an additional charge.
- 22)** All rubbish should be bagged and put in the bins provided. In order to minimise disturbance to nearby residents, bottles should only be put in the bottle bank between 8 am and 9 pm.
- 23)** THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
- 24)** Any booking having amplified music is required to ensure that noise is limited, to avoid nuisance to residents in nearby properties.
- 25)** THE HIRER shall indemnify Medstead Village Hall for the cost of any malicious damage to the premises, the fabric or contents.
- 26)** Hall Capacity must not exceed: Main Hall – 200 persons, Wiltshire Room – 50 persons, Committee Room – 10 persons.
- 27)** HIRER'S must be 21 years old or over.
- 28)** In the event that the Hirer cancels the booking, in writing to the Booking Secretary, the following charges will be applied:
 - More than 28 days notice: No charge and security deposit will be returned.
 - 14 to 28 days notice: 50% of the hire cost.
 - Less than 14 days notice: 100% of the hire cost.
- 29)** In the event of THE COMMITTEE / BOOKING SECRETARY having to cancel the hire, (e.g. for a statutory election, or emergency repairs, or breach of these terms &

conditions, etc.) any fees that have been paid will be refunded, and the hirer shall not be entitled to make any claim in respect of any loss arising from the cancellation.

- 30)** THE HIRER shall ensure that no dogs other than guide or care dogs are brought into the Hall.
- 31)** THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
- 32)** THE HIRER will ensure that NO children under 16 are allowed in the kitchen except under strict adult supervision.
- 33)** No doors that face the cricket green can be opened whilst cricket is in play, except in case of emergency. The Village Hall Management Committee does not accept any responsibility for any injuries sustained if this condition is breached.
- 34)** THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way. Nor do anything or bring onto the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof.
- 35)** The Hall's insurance policy does not cover the use of hirer's own equipment or third party's items, such as 'bouncy castles', etc.
- 36)** THE HIRER shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.
- 37)** THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- 38)** THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing, music, other similar public entertainment or stage plays.
- 39)** The upholstered chairs must NOT be taken outside the building.
- 40)** Under NO circumstances can any form of a gas or electric cooker be brought into any part of the hall premises.
- 41)** Drawing pins & adhesive tape must NOT be used on any of the walls, window frames, skirting or fitments, under any circumstances. Damage will be charged for.
- 42)** Dishwasher and glasses washer – after use, DRAIN & SWITCH OFF, as If left on they will continue to heat the water. A charge of £10 will be levied if this is not complied with.
- 43)** THE COMMITTEE / BOOKING SECRETARY reserve the right to refuse any request for a letting without giving a reason. If the HIRER is in any doubt as to the meaning of any of the conditions, the Booking Secretary should immediately be consulted. For the purposes of these Conditions, the term HIRER shall mean an individual HIRER or, where the HIRER is an organisation, the authorised representative. The Committee shall mean the members of the Medstead Village Hall Committee. The Booking Secretary shall be that person as appointed by the Committee.

Medstead Village Hall Management Committee – www.medsteadvillagehall.co.uk