

PLEASE REMEMBER!

As Hirer of Tingewick Village Hall you have become the “**RESPONSIBLE PERSON**” for the period of your hire.

Any items left in the Hall unattended are at the Hirers risk. Liability is not accepted for the loss or damage of any item in or on Tingewick Village Hall property.

The fuse box is situated in the far southwest corner of the Hall in the committee room. In an emergency pushing the larger central switch upwards will turn off the electric supply.

If it is established that Hiring Terms and Conditions are being infringed during the hire period, such as:

Underage drinking

Drinking without a licence application

the Committee reserve the right to close the Hall immediately.

All tables and chairs to be stacked safely so as not constitute a hazard to other Hall users.

Entry into the Hall prior to the agreed hire period (to set-up etc) is not permissible unless previously agreed with the Lettings Officer.

In cases where the Hall has been let to two separate hirers (i.e. Hall and Committee Room), one or both will be requested to ensure that all parties have reasonable access to their relevant areas.

The Hirer is responsible for the safe use of the stepladder. A copy of HSE guidance on safe use of stepladders is available from the secretary.

Phonographic Performance Licence (PPL). Organisations/individuals hiring the Hall for commercial gain, using recorded music, must have their own **PPL** licence. This licence must be available, for view, to Hall officials on request.

(October 2012)

TINGEWICK VILLAGE HALL

LETTINGS FORM FOR OCCASIONAL HIRERS

SPECIAL CONDITIONS OF HIRE

These conditions apply between the Management Committee of Tingewick Village Hall and the hirer named overleaf. Failure to comply with them may lead to the hirer being refused permission to hire the Hall on future occasions.

- **Telephone bookings must be confirmed in person with the Lettings Officer within one week. Hire fees must be paid at least TWO WEEKS prior to the event. If the fee has not been paid or the Booking Form has not been signed then the Hall may be let to another hirer.**
- Cancellations must be made in writing, addressed to the Lettings Officer. The Management Committee reserves the right to charge a cancellation fee of up to 50% of the relevant hire fee.
- A “set-up” time of one hour prior to the start of the function without charge for any function which requires this facility, subject to there being no prior adjacent booking. Any further “set-up” time required must be reserved at the time of the booking and will be charged at £2 per hour.
- A returnable deposit, payable in advance, is required on all events where alcohol is to be consumed, and will be refunded to the hirer when the Hall has been satisfactorily inspected after the event.
- **The Hall is a non-smoking venue; failure to comply will result in the loss of any deposit.**
- The Hall is licensed with the Performing Right Society for the performance of copyright music controlled by that society. If the hirer is using the Hall for commercial gain they are responsible for obtaining any necessary licence from Phonographic Performance Licence for the public use of recorded music.
- The Hirer, not being a person under 18 years of age, hereby accepts responsibility of being in charge of and on he premises at all times when the public are present and for ensuring that all conditions of Tingewick Village Hall’s Licence and/or the Operating Schedule relating to management and supervision of the premises are met. The hirer will be charged for any damage to the building or its contents.
- Consideration must be given to other inhabitants of the village and noise from the hall should be kept within reasonable bounds.
- The maximum number of persons allowed in the Hall is 150. It is the hirer’s responsibility to see that this is adhered to and that an appropriate number of competent attendants are on duty (see Standard Terms and Conditions). The appropriate authorities have the right to check the Hall at any time.
- The car park is intended for use by the hirers of the Hall. Use of the car park, authorised or otherwise shall be at the owners risk. Cars may not be parked so as to cause an obstruction to entrances to and exits from the Hall. Noise must be kept to a minimum on arrival and departure.
- **At the end of the function all equipment and property belonging to the Hirer and/or his Agents must be removed; all chairs and tables must be put away; the floor must be swept and rubbish removed from the premises; all windows closed; all lights and electricity switched off and external doors locked.**
- Cleaning up must be completed within the booking time unless agreed with the Lettings Officer in advance as shown by the “Hall to be vacated time” above.
- **If the Hall is not left clean and tidy or rubbish is not taken away and additional charge of £20 will be made.**

I agree to the above terms and conditions, to Tingewick Village Hall’s Standard Terms and Conditions (a copy of which has been supplied to me) and confirm that I have read and understood the fire procedures in the Hall.

Signed..... Name..... Date.....

(Form A – October 2012)