

TINGEWICK VILLAGE HALL

LETTINGS FORM FOR OCCASIONAL HIRERS

FORM 1A

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. Form A (and Form B if required) with the fee to be returned to the Lettings Officer 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 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 combined Performing Right Society and Phonographic Performance Licence for the performance of copyright music controlled by that society. If the hirer is using the Hall for commercial gain they have to purchase their own license(s) for the use of live and/or recorded music.
- The Hirer, not being a person under 18 years of age, hereby accepts responsibility of being in charge of and on the 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 (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.....