

BEEDING & BRAMBER VILLAGE HALL

Registered Charity No: 305435

STANDARD CONDITIONS OF HIRE

1. BOOKING

The Hall may only be booked for the purpose stated on the booking form and only the area paid for may be used. The hirer shall not sub-hire the premises, or allow the premises to be used for unlawful or unauthorised activity. The Hirer (or their Authorised Representative, not being a person under 21 years of age), should be on the premises during the period of the booking. The Management Committee has the right to refuse a booking without giving a reason.

2. BOOKING CHARGES

Each Hall or Room may be hired separately or collectively. The charges are set out on our [website](#).

Please note that any long term block bookings are subject to regular review by the Hall Committee.

Please note that for bookings for parties/events and for wedding bookings: Return of the Hire Agreement and copy invoice, together with the hire fee and refundable deposit will confirm the booking. Bookings must be paid in full 28 days in advance.

The refundable deposit will cover breakages, damages and extra cleaning if required.

Please note the Cancellation Policy for parties/events/weddings which is on the reverse of the Booking Form.

3. USE AND RESPONSIBILITY FOR DAMAGE

The Premises will be opened 15 minutes before the hire starting time. The Hirer must be available at the starting time stated on the Agreement form.

The Hirer will, during the period of the hiring, be responsible for supervision of the premises. They also accept responsibility for any damage, however slight, to the building and its contents.

Hirers must leave the Hall or Room in the same clean and tidy condition as they find it. They will also be responsible for making good any damage or loss and for ensuring that the requirements of the Law in regard to the use are fully observed, to obtain licenses where necessary and pay such fees or royalties as may be due. The hirer will need to check if they need a Temporary Events Notice or an alcohol license.

The Hall must be vacated at the agreed time and in any event not later than 23.59 hours (17.59 hours on Sunday).

4. SAFETY

Hirers should familiarise themselves with the locations of the Emergency Exits, Fire Extinguishers and the Safety Notices displayed in the Hall. In particular they must ensure that access to the exits and equipment is kept free from obstruction.

5. NUMBERS

For any function, the numbers present should not exceed 150 in the whole complex, 50 for Large Room and 25 for Small Room.

6. RESPECT FOR OUR NEIGHBOURS

Hirers are asked to make as little noise as possible, particularly after 23.00 hours. Music must finish at 23.30 hours (17.30 hours on Sunday).

The hirer will be responsible for the supervision of people leaving their event.

April 2016