

THRUMPTON VILLAGE HALL & SOCIAL CLUB

STANDARD CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of these conditions please consult the Booking Clerk immediately.)

1. THE HIRER will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway, and that there should be no smoking within the premises.
2. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies thereof.
3. THE HIRER is required to provide a **£100.00 returnable deposit** to the Booking Clerk before the commencement of the hire.
THE HIRER must pay the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings during or as a result of the hiring. **With this in mind the Committee does not allow line dancing or similar to take place in the Hall or the wearing of stiletto heels (leading to damage of the wooden floor). Any damage or breakages to be reported to the Booking Clerk.**

Under no circumstances are Smoke or Foam machines to be used in the Hall

PLEASE WIPE UP SPILLAGES ON THE WOODEN FLOOR IMMEDIATELY

On no account during or at the conclusion of a hire should the hirer attempt to clean the wooden floor with water and/or liquid cleaning products.

Sellotape, pins or blu-tak is not to be used on walls or floors.

If the HIRER uses **candles**, please ensure they are well away from any flammable materials, especially the curtains, and place them in suitable **ceramic or glass containers**. **When finished with please be careful not to spill any melted wax.**

4. IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the direction of the Committee. Cancellation more than one month away may incur no fee, less than one month may incur a fee of £15.00
5. AT THE END of the hiring, the Hirer is responsible for leaving the premises and the surrounds in a clean and tidy condition as it was found and any contents temporarily removed from their usual positions properly replaced. The Committee reserves the right to make an additional charge to the hirer for cleaning costs if necessary, over and above any pre- agreed kitchen post-hire cleaning costs. Rubbish should be disposed of in the correct bins at the rear of the Village Hall.
On leaving the Hall all lights, heaters and any other used appliances are to be switched off. All windows must be closed and locked.
The Hall is to be left locked and the key is then to be returned to the Booking Clerk.
Please refer to the “Leaving the Village Hall” notes given with the set of keys for your hire.

Contd.

In the case of emergency:-

Mains electricity : switches are in the consumer unit to the left of the main front door.

Water supply : stop tap for Kitchen & Bar is near floor to the side of cupboard near circular kitchen sink

Water supply : stop tap for all Toilets is near floor to left of gents flush toilet bowl

6. FIRE RISK PRECAUTION

At all times the **kitchen door** can be opened from the inside by turning the ‘thumb screw’ clockwise. This provides an additional fire escape.

Hirers must ensure that the kitchen door is locked at the conclusion of their hire.

To lock: From the inside, close door, lift the handle to its full extent and then let back to horizontal. Turn ‘thumb screw’ anticlockwise to its full extent. Check door cannot be opened.

7. SAFEGUARDING POLICY

The Village Hall has a duty of care to all those using the premises. Any organisation or informal group using the Village Hall which provides activities or services for children and young people must have a safeguarding policy and must produce it if requested.

Updated February 2018
