

ROCK VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

1. An adult must be responsible for the hire and supervision of the premises during the hire period and must ensure the good conduct of all persons in the hall and surrounding site.
2. On arrival at the hall the hirer must make him/her self familiar with the fire policy which is kept in the downstairs meeting room. The hirer will be responsible for ensuring the fire policy is adhered to whilst the hall is in use.
3. The use of multi-adaptors, multiple extension leads and heating devices is forbidden, in accordance with the fire policy.
4. As the hall is of wooden construction, no fireworks or Chinese lanterns or lighted candles should be used in the hall or surrounds, also no bales of hay or straw.
5. The entrance door must not be locked while the hall is in use.
6. There should be no obstruction of emergency exits, exit signs or lights. Fire extinguishing equipment must not be moved
7. Fittings or electrical wiring must not be altered, fixed or removed.
8. Members of the hall committee and emergency services shall have the right to enter and inspect without hindrance at all times.
9. No furniture, equipment, liquids or other materials may be brought into the premises which would be likely to damage the floor or structure of the building by reason of weight, nature or otherwise.
10. Walls must not be defaced with sellotape, posters or decorations. Use the pin boards for notices and decorations. Blu Tack may be used on timber surfaces. Hooks that are in place on the timber beams may be used but not moved.
11. The hall is close to houses and the hirer should be considerate to local residents by moderating noise levels, particularly in summer when some hall windows and doors may be open and also after mid-evening when young residents may be sleeping. Doors and windows facing the road should be kept closed if possible. The hirer should ensure that noise outside such as banging car doors and loud talking is minimised. The sound level of amplified music should be limited. Vehicle engines should not be left running for long times both in the hall grounds and on the road.
12. If alcohol is to be sold, a copy of the licensee's certificate must be sent to the booking secretary.
13. Music should stop by 11.30pm, the licensed bar shall close by 11.30pm and the event finish by midnight.
14. The hall shall be closed and cleared of visitors by the time specified in the hire.
15. The hall must be left clean, tidy and in a fit condition for the next user.
16. The hirer shall ensure that all taps, lights and power points are switched off before leaving the building. The car park light is a timed switch. They should also ensure that all internal and external doors, all windows, kitchen and bar hatches are closed.
17. All rubbish must be removed from the premises by the hirer.
18. The hirer shall accept responsibility for the cost of making good any damage caused to the premises or contents and for the loss of revenue that may occur due to the damage. Any missing equipment must be paid for.
19. The hirer is given the key and the key safe number on arrival at the hall and is responsible for replacing the key in the safe after use.
20. The full cost of the hire is to be paid on making the reservation.
21. In the event of cancellation by the hirer with less than 12 weeks' notice no money will be returned for bookings of over 24 hours. For more than 12 weeks' notice the money will be refunded, less £50 for bookings over 24 hours to cover administrative costs.
22. The hall committee reserves the right to cancel or vary the terms of the booking.
23. Smoke machines and dry ice shall not be used, as they set off the fire alarms.
24. Hirers must ensure that any business or company that they use at their function(s) has adequate public liability insurance.
25. Any faults or problems in the building should be noted in the red Maintenance and Repair Folder in the downstairs meeting room. Accidents should be recorded in the Accident Book kept in a blue folder, also in the downstairs meeting room.