

**ROCK VILLAGE HALL
TERMS & CONDITIONS OF HIRE**

1. The hirer must be an adult over 30, who will be responsible for the 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 to the hall the hirer will make themselves 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 are restricted in accordance with the fire policy.
4. As the hall is of wooden construction, no fireworks or Chinese lanterns and no lighted candles to be used in the hall or surrounds.
5. The entrance door must **not** be locked while the hall is in use.
6. There should be no obstruction of Emergency Exits, 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. No part of the premises can be sublet
12. The licensed bar should close by 11.30pm and the event finish by midnight. No sale of alcohol may take place on the premises without consent of the D.P.S. (designated premises supervisor).
13. Beer raising equipment in the bar area must not be used or moved without consent of the DPS.
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 insure
17. all internal and external doors, all windows, kitchen and bar hatches are closed.
18. All rubbish must be removed from the premises.
19. 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.
20. The hirer must phone for the key safe number a few days before the event and is responsible for replacing the key after use.
21. The full cost of the hire to be paid on reservation
22. In the event of cancellation by the hirer with less than 8 weeks notice no money will be returned. For more than 8 weeks notice the money will be refunded less £25 for bookings less than 24 hours or £100 for bookings over 24 hours to cover the loss of revenue.
23. The hall committee reserve the right to cancel or vary the terms of the booking.
24. Do not use smoke machines or dry ice as they set off the fire alarms.

The hirers must arrange their own insurance if they holding a money making event.