

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, including those of coaches, should not be left running for long times either in the hall grounds or on the road. Marquees are not allowed.
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 has a timed switch. They should also ensure that all internal doors and kitchen and bar hatches are closed, and that all external doors and windows are closed and locked.
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 keys (for main door and window locks) 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.
26. You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006, and any subsequent legislation. When requested, you must provide us with a copy of your Risk Assessment and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

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EXTRA GUIDELINES FOR PARTIES AND WEDDINGS

27. Rock Village Hall is a beautiful venue. However, it is a non-profit-making charity run by volunteers for the benefit of the community. The committee runs the hall as professionally and helpfully as possible, but there are no permanent staff on call. All hiring charges are used for the maintenance and upkeep of the hall and surrounding area.
28. Please complete and return the booking form with two cheques as soon as possible. We have a high demand for the hall and the booking will be automatically cancelled if we do not receive the cheques within 14 days of your enquiry.
29. The village hall must be notified in advance of any equipment being brought into the hall or erected outside, i.e. chairs, catering equipment etc. Marquees are not allowed. All extra equipment must be brought in and removed during the hiring times.
30. All outside equipment is the responsibility of the hirer and they must supervise the delivery and collection during the hiring times. No member of the village hall committee would be available for this.
31. The hall can only be used during the hours hired, so that no inconvenience is caused to other users.
32. Please let us know in advance who the caterers are, and anyone else who will be involved with the preparation and running of your event.
33. It is the responsibility of the hirer to make sure that anyone decorating the hall for them does not deface the hall in any way, by the use of pins, staples, nails or any adhesive materials.
34. If you are hiring a Room Dresser, please hire the hall for the full weekend to give them time to complete their work.
35. We have matching cutlery and crockery for up to 120 people.