

# Shebbear Village Hall & Playing Fields Association

## Conditions of Hire

**PLEASE NOTE: If a Marquee or Gazebo is used for an event this MUST be removed before dark to enable safe landing for an air ambulance at all times.**

### 1. The Stage

A stage is available as part of the hire of the hall. Please inform the booking secretary on booking the hall if the stage is required.

### 2. Cancelled bookings

If an event booking is no longer required and the Booking Secretary has not been informed in advance, the hirer must pay for the hire of the Hall. The committee reserves the right to obtain a security deposit.

If an event is cancelled by the committee due to unforeseen circumstances, the committee will not be liable for loss of revenue or expenses incurred by the hirer.

### 3. Wakes

Use of the hall for a Wake for a deceased person from the Parish will not incur a charge for hire.

### 4. Capacity

In accordance with Torridge District Councils safety regulations, not more than 120 (one hundred and twenty) persons seated, or up to 200 (two hundred) persons standing at any one time.

### 5. Finishing times

In line with our Entertainments licence all events/parties MUST finish at MIDNIGHT.

### 6. Responsible adults on site

A responsible person over the age of 21 years must be present throughout the period of the booking.

### 7. Damage or breakages

The person in whose name the booking is made will be responsible to make good any loss or damage to the Hall or its contents during the hire. All breakages must be reported to the Booking Secretary.

### 8. Accident or Injury

The committee will not be held responsible for accident or injury to users of the hall.

### 9. Smoking Laws

It is illegal to smoke inside the Hall. Please make sure anyone wishing to smoke outside the Hall does so in a quiet and sensible manner, respecting the privacy of the local residents.

### 10. Cleaning - leave it as you find it

**It is the responsibility of the Hirer to ensure that the Hall is left in a clean and tidy condition.**

Sweeping hard floors before leaving, and checking that the toilets are clean. No abrasive or chemical cleaning materials to be used on the floor. Pink Liquid (found in the kitchen) to be used only.

Care should be taken to avoid spillage of liquids. Any spills to be mopped up immediately.

**Tables and chairs must be stacked in accordance with the instructions on the store room door.**

**11.Heating and Lights**

The Hirer is responsible for ensuring that **Heating** and **Lights** are switched off and that all windows and doors are locked at the end of the period of hire. If the Emergency Exit door from the hall is opened during the hire, it **MUST** be locked with the key from the outside.

**12.Rubbish**

All rubbish to be removed from the Hall, and taken with you.

**13.Damaging the wall or ceiling**

Do not fix anything to the walls or doors without prior approval of the Booking Secretary.

**14.Alcohol laws**

**No alcohol may be sold on the premises without a Licence.** The permission of the committee must be obtained in advance and evidence of the licence must be displayed. No person under the age of 18 years shall be permitted to purchase or consume alcohol on the premises.

Bars to be situated in the kitchen, but if a bar is to be set up in the hall a rubber matting must be used to protect the floor.

**15.Equipment damage**

Equipment may only be left in the Hall overnight after obtaining permission from the Booking Secretary. The Hirer will be responsible for insuring such equipment. The Hall committee accept no responsibility for loss or damage to such equipment.

**16.The Committee has the final say**

The Committee reserves the right for an authorised representative to attend any function.

**17.Noise levels**

**This is a residential area please make sure all guests leave the Hall and surrounding area quietly.**

**FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN AN EXTRA CHARGE BEING MADE**

**Thank you and have a good event.**