

## Newtown Linford Village Hall Conditions of Hire



1. Full payment must be made within 14 days of a booking being made. If payment is not received within this timeframe, bookings will be lost.
2. The maximum number of people to be admitted to the Hall at any one time is limited to 150 and the hirer shall ensure that this number is not exceeded. Please ensure that noise levels are not excessive in the Hall and when leaving due to the proximity of neighbouring houses. All music must finish and the hall be vacated by midnight.
3. Fire regulations require that when the Hall is in use, all exits must remain clear at all times. The side door of the main hall **must not** be opened except in an emergency. Fire appliances must not be removed or tampered with in any way. In the event of fire, the Halls should be evacuated ensuring that both halls, kitchen and toilets are clear. Assembly points are on the opposite side of Main Street and in The Bradgate car park. The Fire Brigade should be called by dialling 999 (this works on all mobile networks). The Caretaker, Martyn Wormleighton (07816219834) or the Parish Clerk, Hannah Shaw (01530 249945) should be informed.
4. THERE MUST BE NO SMOKING WITHIN THE BUILDING.
5. The hirer is responsible for all damage to the Hall and to any property in the Hall occurring during the period of the hiring or while persons are entering or leaving the Hall. No fixtures, pins, Blu Tack, Sellotape etc. shall be fastened to any part of the Hall. Any damage or breakages must be reported to the Caretaker as soon as possible after the incident and the cost of making good such damage or breakages, is the responsibility of the hirer.
6. At the end of any period for which the Hall is hired, the Hirer shall clear it of all equipment, which has been brought in. The tables and chairs should be returned to their original places. All lights must be turned off and the Hall left in a clean and tidy condition. By agreement with the Parish Clerk, it may be possible after Saturday evening events, for Hirers to return to the Hall on Sunday mornings to finish tidying if required. The Hirer shall ensure that all crockery and cutlery if used as part of the hire, is replaced in a clean and dry condition with any loss or breakage reported to the Parish Clerk. All rubbish must be taken away by the hirer at the end of the event
7. The adjacent car park is the property of the Bradgate Inn and users of the Village Hall do not have rights to park there. The gate to the Car Park is liable to be closed and locked without notice. Parking outside the door to the Village Hall kitchen is for loading and unloading only and must be kept clear for emergency services. Tickets for events should indicate "On Street Parking Only".
8. The Caretaker will only be responsible for setting out chairs, tables or other equipment, which the Village Hall Committee is providing for the particular hire. Any further services required of the Caretaker by the Hirer, shall be a matter of private arrangement between the Caretaker and the Hirer.
9. Please include on your booking form if you require a Bar Service.
10. The Village Hall Committee shall not be liable for: (a) any loss, damage or injury to persons or property arising from the use of the Village Hall by the Hirer; (b) any loss due to a breakdown or interruption in the electricity or water supply, or due to any other matter outside the control of the Village Hall Committee,

which may result in the temporary closure of the Village Hall, or the interruption or cancellation of the hiring.

11. The Hirer shall indemnify the Village Hall Committee against any claims which may be made in respect of any such loss, injury or damage set out in clause 10 above.

12. **Cancellation Terms** -The hirer shall give 2 weeks' notice of cancellation of hire or a minimum of £25 will be charged. We reserve the right to charge/retain up to 50% of the booking fee for bookings cancelled within 7 days and up to 100% if cancelled with less than 48 hours notice.

**bookings £50 & under** the hirer shall give 2 weeks notice of cancellation of hire or a minimum of £25 will be charged. We reserve the right to charge up to 100% of the hire charge if cancelled with less than 48 hours notice.

January 2024

Newtown Linford Village Hall is a Registered Charity (No. 503283).