

# DIDMARTON VILLAGE HALL

## CONDITIONS OF BOOKING

**PAYMENT** All payments are to be made not less than one week before the date of hire. All payments must be made by cheque or electronic transfer, as per the invoice. A 50% charge will be levied on all cancellations within 7 days of the date of hire, unless the hall can be let.

**LICENSING REGULATIONS** The Village Hall holds a Premises Licence. This covers the provision of alcohol and the permitted times for all forms of entertainment. Please read carefully the conditions of the licence, which are attached to this document and ensure that your function complies with them.

**HEALTH AND SAFETY** The person named on the invoice (the Hirer) must be aged 25 years or over. The Hirer will be held responsible for the building, the No Smoking laws and the behaviour of all present. The Hirer must familiarise themselves with the location of the fire exits and fire fighting equipment. All corridors and fire exits must be kept clear at all times. Hirers must ensure that their patrons are made aware of the location of the fire exits.

**MAXIMUM CAPACITY** In accordance with Health and Safety and Licensing Regulations the Village Hall has capacity restrictions as follows:

Non-seated	200
Seated at tables	80
Close seated	120

**EQUIPMENT** Hirers are solely responsible for any damage to fabric, furniture or equipment and for unacceptable levels of untidiness or misuse. Tampering with any fixtures, fittings, equipment or signs is strictly forbidden. All equipment used must be returned to its original location. A deposit of £50 will be taken for one-off bookings. This will be returned within 7 days upon the condition of the Village Hall being deemed satisfactory. If damage occurs, the DCC reserve the right to bill the Hirer for the full amount.

**ON LEAVING THE HALL** When leaving the Hall, the Hirer must ensure that:

- All toilets are flushed clean and all floors swept
- All windows (including toilets) are closed
- All emergency exit doors are in the 'locked' position
- All refuse resulting from the function is put in the blue Sita bin by the car park and recyclable material is put in the relevant bin in the car park.
- All lights are turned off and the time-delay switch is used for the exterior lights when leaving the building.
- All tables and chairs should be put away safely and tidily. The chairs should be in stacks of no more than 8 high.

**ACCEPTANCE** The receipt of payment will be taken as agreement to these terms and conditions.