**POTTER HEIGHAM VILLAGE HALL**

**MANAGEMENT COMMITTEE - CHARITY NO 304041**

**STANDARD CONDITIONS OF HIRE FOR VILLAGE HALL**

**School Road, Potter Heigham NR29 5LW**

Welcome to Potter Heigham Village Hall. We are pleased that you have chosen to use our facility for your event. The following conditions are for your information. We ask that you read them carefully.

1. All bookings must be made with the Bookings Clerk. Provisional bookings will be held for seven days, and any cancellations must be notified to the Bookings Clerk.
2. The VHMC may at any time cancel any Booking. The Committee will not be responsible for any loss of any estimated income or other expenses incurred by the Hirer as a result of such cancellation.
3. The VHMC will not be responsible for any loss of property, injury to persons or any other claim sustained as a result of the hire. To cover accidents within your group it is strongly recommended, but not obligatory, that you take out your own Public Liability Insurance.
4. The VHMC will not be held responsible for any loss to the hirer due to breakdown of any machinery, failure of supply of electricity, leakage of water, fire or any Government restriction, act of God, or other circumstances which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled.
5. The VHMC is not liable for any accident or injury resulting from the hirer’s activities.
6. The Hirer must give right of entry to Police and Fire officers at any time during the period of hire.
7. Any Trustee, or other duly appointed officer shall at all times be given full access to all services with the powers to issue directives to the Hirer in compliance with the regulations governing hire.
8. The Hirer shall not sublet the Hall or any part therefore or use the Hall or reassign the benefit or burden of the Hire Agreement.
9. No copyright, dramatic or musical work shall be performed without licence of the owner of the copyright; all such licences shall be produced on demand to the Bookings Clerk. The Hirer shall indemnify the VHMC against any infringement of copyright which may occur during the hire.
10. The Hirer shall be responsible for keeping good order prior to, during and after any entertainment in the Hall.
11. The Hirer shall leave the Hall in a clean and tidy condition and shall remove all property belonging to them, unless previously arranged. All tables and surfaces must be cleaned after use and the floor swept. All rubbish should be taken away.
12. The Hirer shall ensure that the maximum number of persons (including staff / helpers) permitted to use the premises at any one time should NOT exceed those shown below.
	* 1. When used for dancing (devoid of furniture) 200 persons.
		2. When used for functions utilising seating at tables 80 persons.
		3. When used for purposes combining dance floor Area and seating at tables 120 persons.
		4. When used for closely seated audience (Movable seating) 200 persons.
		5. When used as a public house or like venue 120 persons.
13. When seating is used in the Hall the passageways, gangways, doorways and FIRE DOORS must be kept clear at all times.
14. Unless the relevant extension Licence has been obtained dance music must NOT be played after midnight. It is therefore advised that the last dance should start no later than 11.50 pm. to ensure this.
15. When the Hall is hired for the purpose of a dance or other social event and an Extension of the licensing hours is granted, the sale of tickets at the door is Not permitted after 10.50 pm. **It is the hirer’s responsibility to ensure that they inform the Bookings Clerk if there is need for a Temporary Events Notice to be acquired.**
16. The VHMC is **Not Licensed to sell alcohol.** Therefore, the sale of alcohol is strictly forbidden unless the hirer applies for a **Temporary Event Notice (TEN).** <https://www.gov.uk/temporary-events-notice/north-norfolk> Fees will apply.
17. No flammable materials shall be used for Decoration or any other purposes within the Hall. Any decorations should be mounted with non-damaging mounting tape. Please do not use blue tack, nails or tape that might mark the walls.
18. Catering, parties etc. If use of the kitchen is required for preparation before the hire period, the Bookings Clerk should be contacted to make the necessary arrangements.
19. The stage may not be dismantled without the express agreement of the Chairperson or Bookings Clerk*.*
20. Hirer will be responsible for ensuring all lights and heaters are switched off (including water heaters) and that the Hall is securely locked. **A CHARGE OF £25.00** will be incurred if lights (both inside & or outside) or heaters are left on.
21. Bookings will only be accepted on the understanding that the person making the booking accepts full responsibility for ensuring that the conditions laid out in this document are complied with, by all involved in the hire. The VHMC reserves the right to request additional conditions to be imposed if a particular event warrant such: these will be notified to the Hirer before the hire period.
22. Anyone seeking to hire the hall when it is already booked must obtain written consent from the person or organisation that made the initial booking. This must be supplied to the Booking Clerk before the alternative booking can be accepted.
23. All keys must be returned to the Bookings Clerk at the end of each session unless prior arrangements have been made.
24. **CHILD PROTECTION:** Any organisation that provides activities /services for children must have an appropriate CHILD PROTECTION POLICY and in signing the Hire Agreement form are confirming that they have such a policy.
25. The hall has a no smoking policy. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.
26. Hirers should be aware that there is no public telephone or access to WIFI on the premises. The nearest public telephone locations are detailed on the notice board at the entrance door.
27. It would be appreciated if all Hirers of the Hall could take away, where possible, all rubbish so as to be of assistance in controlling the Hall hire costs.
28. All accidents to people or property must be formally notified to a member of the VHMC as well as full completion of an accident report form kept with the First Aid Box.
29. **A Defibrillator is available outside the front door. Access will be provided by calling 999**
30. Nothing herein contained is intended to affect nor will affect a hirer’s statutory rights.
31. Use of the Hall implies full acceptance of the terms and conditions of hire

**HIRE CHARGES and PAYMENTS**

1. The hirer must be over eighteen years of age.
2. Single bookings will be required to pay in full on or before the date of hire.
3. All monthly accounts must be paid by the 15th of the following month unless otherwise agreed.
4. A refundable variable security deposit of £25 to £50 may be required at the discretion of the Village Hall Management Committee. The amount required would be advised at the time of the booking conformation.
5. Cancellation of a block booking will require one month’s notice with payment of one month’s full hire charge Cancellation of a casual (single) booking will require 50% of the hire fee if less than 7 days’ notice is given.
6. The Committee reserves the right to alter the hire terms including the hourly rates by giving the hirer 60 days’ notice.
7. **THE VILLAGE HALL, MANAGEMENT COMMITTEE (VHMC) RESERVE THE RIGHT TO REFUSE ANY APPLICATION FOR HIRE**

 I have read and understood this agreement

 Signed………………………………………………. Date……………………

**FAILURE TO ADHERE TO THE CONDITIONS OF HIRE MAY PREJUDICE FUTURE BOOKINGS**

Current charges are available from the Bookings Clerk

ALL CHEQUES SHOULD BE MADE PAYABLE TO:

Potter Heigham Playing Field & Village Hall

Booking Clerk: - Secretary:-

Mrs. Louise Parker Ms. S Turner

1. Green Lane The Soundings

Potter Heigham Marsh Road

NR29 5LP Potter Heigham

 NR29 5LN

Tel 01692 670297 Tel 01692 670206

Potterheighambookingclerk@gmail.com Sheridan0920@gmail.com