**Chardstock Community Hall - Conditions of Hire**

**Please ensure that you are fully aware of the conditions for hiring and paying for the hall before making your final booking.**

1. Unauthorised entry to, or use of, the hall is strictly forbidden.

2. The access code is obtainable from the Booking Clerk and keys must be replaced immediately after use **and the**

 **key box combination scrambled**. Do not share the access code with anyone else.

3. The Hirer, during the period of the hiring, will be responsible for the supervision and care of both the fabric and the

 contents of the premises, together with the proper supervision of the car park, where used, and the behaviour of all

 persons using the premises, whatever their capacity.

4. The Hall is available for hire from 09.00 to midnight (23:45 on Saturdays). No event can continue beyond midnight

 unless special hours have been agreed in advance with the Trustees. Please try to ensure minimal disturbance to

 local residents when leaving the Hall late at night.

5. The Hirer shall not sublet, or use the premises for any unlawful purpose or in any unlawful way, nor do anything or

 bring onto the premises anything which may endanger the facilities or any insurance policies relevant to the

 premises.

6. The Authorised Representative of the Hirer is responsible for obtaining licences (TENS, PRS, PPL) \* that may be

 needed for e.g. the consumption of alcohol or the playing of recorded music, etc. and for acting in accordance with

 those licences. **NB:** This includes having a named person present throughout the event to ensure

 compliance and having the requisite number of responsible persons for each event as required by the licensing

 authorities or the Management Committee or authorised representative of the Hall. It is the Hirer’s responsibility to

 ascertain which other licences are necessary for their event and to obtain them. (e.g. the Fire Authority, the Local

 Authority, the Police, the Magistrates’ Court, or any other body.)

**7. Emergency Fire Procedures**. All hirers must familiarise themselves with these procedures including the

 location of the Fire Assembly Point. This is by the gates to the children’s Play Park at the lower end of the car

 park. They must also ensure that all attendees at their event are made aware of these procedures.

**8. Location of Services.** Information about these can be found on the Official Hall Notice board.

 It is important, and the responsibility of the hirer, to ensure the lawful capacity of the Hall is not exceeded.

 Failure to comply could result in police action.

 Maximum Capacities for the hall are 200 seated theatre-style or 150 if seated for a meal.

9. The use of heating and lighting is included in the hire charge. It is the responsibility of the Hirer to ensure that the

 kitchen water heater, the urn, cooking appliances and lights are switched off at the end of their event. **If this is not**

 **done, additional charges will be levied. Please note that the use of additional heaters and fat fryers is**

 **not permitted under this agreement.**

10. Any electrical equipment brought to the hall for use during the hire period must bear a current PAT notice.

11. If you need to draw the stage curtains, please ask for instructions, and do not draw them manually, and

 do not remove or take down the back curtains (tabs) without the permission of the trustees.

12. Preparation and clearance of the Hall is the Hirer’s responsibility. **The Hall should be left clean and tidy.**

Vacuum cleaners and brushes are available in the cleaning cupboard in the foyer. Breakages should be recorded

 in the book in the kitchen. We reserve the right to charge the hirer for any reasonable cost incurred by damage to,

 or misuse of, the hall premises or any equipment therein.

13. All accidents must be recorded in the accident book located in the First Aid cupboard in the kitchen.

14. Please record food served, with a contact number if appropriate, in the food calendar by the cooker.

15. The cookers must be cleaned by the hirer after use.

**16. Please ensure that you remove all rubbish from the premises**

**17.** **Before leaving the Hall please check that all doors and windows, including fire exit doors, are securely**

 **closed; the lights and heating are off and the sound system cupboard door is locked.**

*\*Music licence information PRS for Music 0845 140 0090*

*\*Temporary licence for sale of alcohol from East Devon District Council 01395 517410 or refer to relevant websites.*

 In returning a signed booking form you agree to abide by these terms and conditions. Any decision by the

 Management Committee, or their appointed representative, shall be final and accepted along with these

 rules as part of the conditions of hire.

**Booking Arrangements**

**Regular bookings: -** People or organisations that use the hall on a regular basis will be invoiced monthly in arrears.

Full payment is to be made within **14** days of receipt of invoice. Any query with regard to the invoice must be made promptly by return e-mail. Any cancellation must be made **7** days in advance, or the full booking fee will be payable.

**One- off bookings: -** One off bookings must be paid for in advance. **To secure the booking** full payment, together with a completed booking form is required **7** days from the provisional booking date.

**Weddings and multiple day bookings: -** A £100.00 non-refundable deposit is required for bookings of more than one day. The balance is to be paid in full **8** weeks before the event. The entire premises, with the exception of the Youth Club Room, will be booked for weddings.

**Deposits** For any event finishing after 18.00 (6 p.m.) a refundable deposit of £100.00 is required to cover potential damage. *Revised July 2022*