

## **Terms and Conditions of Hire**

### **BOOKINGS**

Bookings are accepted at the absolute discretion of the Committee. They can be requested by telephone or by email ([bookings@kilmestonvillagehall.co.uk](mailto:bookings@kilmestonvillagehall.co.uk)). When a booking is accepted it appears on the Village Hall bookings calendar at [calendar.google.com/calendar/u/0/embed?src=kilmestonvillagehall@gmail.com](https://calendar.google.com/calendar/u/0/embed?src=kilmestonvillagehall@gmail.com), which forms the contract between the Committee and the Hirer and confirms the Hirer's acceptance of these terms, conditions and our Health & Safety policy (see [kilmestonvillagehall.co.uk](http://kilmestonvillagehall.co.uk)). Bookings must include adequate time for setting up before and clearing and cleaning after an event. Cancellations requested less than one week before a confirmed booking may attract a cancellation charge at the discretion of the Committee.

### **LICENSING ACT 2003**

The Hall has a Club Premises Licence. This only permits the sale of alcohol to members of Kilmeston Village Hall Association in person. Bar facilities can be made available to other hirers by special arrangement with the Committee.

### **RESPONSIBILITIES OF HIRERS**

The Hirer will be held responsible for

1. protecting the structure and decoration of the building,
2. protecting its furnishings, facilities, appliances, kitchen utensils and crockery
3. for leaving all the above as found, and
4. food safety, if catering is included in the event
5. for ensuring that the event does not disturb neighbouring residents nor involve any illegal activity or disorderly behaviour.

### **IN CASE OF FIRE or ACCIDENT**

The Hirer will be briefed on the fire-fighting equipment. In the event of a fire, he or she will be held responsible for evacuating the building and, if it is safe to do so, for taking appropriate action to extinguish the fire.

The Hirer will be briefed on the location of First Aid supplies, the defibrillator and the accident book.

Any such event must be reported immediately to a Committee member.

### **LAVATORIES & DRAINAGE**

The Hall has private drainage into a septic tank. Apart from the obvious, only lavatory paper may be flushed. In particular, tampons and other sanitary products **MUST NOT** be flushed as they may block the outlet and render the lavatories unusable.

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## **END OF EVENT**

At the completion of an event

1. all the lights must be switched off
2. all taps must be turned off
3. all refuse must be removed or, if space is available, sorted into the recycling and landfill bins
4. the refrigerators and freezer MUST be left switched ON
5. the heaters and water heater MUST be left switched ON (they are controlled remotely)
6. the Hall must be properly locked, the key returned to the keysafe and its lock scrambled.