

## **BREDFIELD VILLAGE HALL - SUMMARY OF CONDITIONS FOR HIRE**

1. It is the responsibility of the Hirer to ensure that they comply with all legal requirements, licensing, health, safety, fire and hygiene regulations concerning their particular event. The Hirer is responsible for obtaining Licences that may be needed.
2. The Hirer is responsible for the proper supervision of the premises, internally and externally, the care of the fabric and contents, safety from damage, however slight and the behaviour of all persons using the premises. The Hirer should consider the noise level from playing loud live or disco music in the Hall in nearby homes to avoid nuisance to them. The statutory permitted noise levels reduce after 11 p.m. at night.
3. The Hirer should comply with the permitted hours for entertainment in the Hall's Premises Licence. The playing of music and dancing should end by midnight on weekdays, 11.45 p.m. on Saturday and 10.30 p.m. on Sunday.
4. The Hirer will not sub-let or use the premises for any unlawful purpose, or in any unlawful way.
5. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property inside or outside, including the curtilage thereof, or the contents of the buildings, during, or as a result of the hiring.
6. If requested the Hirer shall pay an appropriate booking deposit as part of the hiring fee prior to the event for which the Hall is hired as confirmation of the booking.
7. The Hirer shall pay an appropriate special deposit at the time of booking if the event is considered to pose a risk for additional cleaning or damage to the Hall and its contents. The special deposit is returnable and is separate to the hiring fee.
8. Payment should normally be through online bank transfer or through Paypal. Any cheques should be made payable to 'Bredfield Village Hall'.
9. If the Hirer wishes to cancel a booking before the date of the event, such cancellation must be made in writing, allowing a minimum of 7 days for post, or by email to [bookings@bredfieldvillagehall.org.uk](mailto:bookings@bredfieldvillagehall.org.uk)
10. At the end of the Period of Hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean, tidy, safe & secure condition, ensuring ALL contents including chairs, tables, cookery, cutlery and equipment, which may have been temporarily removed from their usual positions, are properly accounted for and replaced, otherwise the Committee shall be at liberty to make an additional charge and /or retain all or part of any special deposit.
11. All broken glass/crockery or spilt liquid must be cleaned up and cleared away immediately to avoid hazard and any breakages of the Hall's property reported in the Fault Book.
12. On exiting all tables and chairs shall be tidily stowed away; the hall floor swept and vacuumed, the heating boilers and hot water turned off; all toilets and windows checked; all rubbish bagged and cleared away; all lights turned off and all external doors used by the Hirer should be locked.
13. The Hirer is responsible for making themselves acquainted with the full Terms and Conditions

**THE HIRER IS RESPONSIBLE HENCE MUST CHECK BEFORE USING AND LEAVING THE PREMISES THAT ALL THESE CONDITIONS HAVE BEEN MET — A LEAVING CHECKLIST CAN BE FOUND BY THE MAIN EXIT DOORS**