

Uckington & Elmstone Hardwicke Village Hall

Conditions of Hire of the Hall and Premises

Registered Charity No. 282855

1. A refundable deposit of £50 will be paid by the hirer at the time of booking.
THE BOOKING WILL NOT BE SECURED UNTIL THIS DEPOSIT IS RECEIVED.
2. **THE DEPOSIT WILL NOT BE REFUNDED IF ANY OF THE FOLLOWING CONDITIONS ARE NOT MET:-**
 - (a) The Hall is vacated within 30 minutes of the end of the hire time.
 - (b) The premises, especially the floor, are left in a clean condition by the hirer.
 - (c) Taps and lights - including car park lighting- are turned off and the heating set to 10° at the end of the hire.
 - (d) All locks on the doors and windows, including the security bolts on the main entrance doors, are secured
 - (e) All curtains should be closed before vacating the hall.
 - (f) Car Park gate to be locked on departure at the end of the event.

The deposit will normally be repaid after approximately 14 days if all the conditions have been met.
3. The booking fee must be paid in full two weeks before the event or the booking will be cancelled.
4. Any damage to the Hall or Hall property will be the financial responsibility of the hirer and should be reported to the Booking Secretary when the keys are returned. The committee shall commission any necessary repairs or replacements and serve an account for reimbursement on the hirer.
5. The committee takes reasonable care to safeguard private property, however they will not be responsible for any damage, fire or theft of private property on the Hall premises or the car park.
6. The committee will not be liable for any damage or fire to the building and premises whilst let.
7. The fixing of pins, string, rope, nails, wire, glue or adhesive materials to the walls, windows or ceilings is prohibited. Changes to any electrical equipment and the use of party streamers and aerosols is prohibited. Smoking in the Hall is prohibited. In the interest of safety, children are NOT ALLOWED in the kitchen. Bouncy Castles are NOT ALLOWED in the hall
8. The hirer shall ensure that no illegal activities take place on the premises.
9. The hirer shall be solely responsible for obtaining from the appropriate authorities all necessary consents for the display of advertisements both at the Village Hall and elsewhere, and will indemnify the Committee in respect of any claims, costs, fines and other liabilities arising from any breach of legal Regulations.
10. If alcohol is to be sold at their event the hirer shall be solely responsible for obtaining a Temporary Event Notice from Tewkesbury Borough Council a copy of which must be given to the Booking Secretary prior to the event. They shall also be solely responsible for obtaining the necessary insurance for stock and Employers Liability Insurance for whoever is running their bar. A copy of which must be given to the Booking Secretary prior to the event.
11. It is an offence to serve under 18 year olds with alcohol unless they are having a meal with adults, in which case they must be over 16 years old and even then they are not allowed by law to drink any liqueurs or high alcohol drinks e.g. alcopops.
12. The hirer shall be aware of, and enforce, all health, fire and safety and licensing regulations, especially ensuring that all fire exits are kept clear of obstructions at all times.
13. Entertainment shall be permitted from 12.00 until 23.30 Monday to Saturday, and from 12.00 until 23.00 on Sundays, under the terms of the Public Entertainments Licence. For the purpose of the licence, *entertainment* consists of music, singing and dancing. **The number of persons permitted to use the hall under this licence is 150.**
14. The hiring of the Hall for mock auctions or one day sales is permitted on condition that the hirer ensures that the sale is conducted in accordance with fair trading practices.
15. The hirer and representative must be over 21 years of age.
16. If the hirer uses security staff they must have a SIA licence and comply with the terms of that licence. The licence must be shown to the Hall Booking Secretary before the event.
17. Noise emanating from the Hall should be kept to a minimum at all times but special care must be taken after 10.30 p.m. to avoid disturbing the people living in the vicinity of the Hall.
18. Car owners leaving the car park should do so as quietly as possible.
19. Only assistance dogs are allowed in the hall.

Revised December 2024