

HARTFORD VILLAGE HALL Conditions of hire

A SMOKE-FREE ZONE

1. Anyone wishing to hire the above premises must read **the conditions/ responsibilities** and then fill in the application form, obtainable from the booking Clerk Mrs R Clark 01480 350445 16 Rodney Road Hartford Huntingdon PE29 1RZ.
2. **The person who signs the form of application shall be deemed to be the hirer/user and must be 21 years of age or over.** The Management Committee may refuse to hire the premises to any individual or organisation at their discretion or may cancel any booking (with a refund of any payment already made), if in the opinion of the Management Committee there is sufficient reason for doing so.
3. **The Hire charge deposit of 50%** must be paid when making the booking. The balance must be paid on the day of the event. A separate **CASH deposit of £50 is required and will be refunded when the premises are found to have been left in good order ie swept, cleaned and all rubbish removed from site.** Cheques to be made out to 'Hartford Village Hall'. In the event of cancellation 50% of the deposit will be retained if less than twenty-eight days notice is given (in writing). Later cancellations will be viewed on merit by the Management Committee. Any cancellation will incur a minimum £5 administration fee.

Any breakages or accidents should be listed in the **purple 'accident' book** in the kitchen drawer. It is recommended that hirers bring their own first aid kit to cover any accidents.

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5. **The Hirer is responsible for leaving the premises in good order and for its proper use during the event.** This includes adherence to any legal restrictions on the sale of alcohol, unlicensed gambling and lotteries, and the performance of music or stage plays.
6. **Hirers are responsible for keeping the fire exits clear and for the safe use of the cooker.** In the event of the alarm going off, evacuate the hall immediately and contact the Fire Service. Assemble on the street outside and check, as far as possible, that everyone is accounted for. Children are not allowed in the kitchen at any time. **Fire doors at the end of hall must remain shut except in case of fire. Opening can disturb residents especially with load music.**
7. **The hirer must understand that he/ she is responsible for any damage or breakages** at the premises during their occupancy, whether caused by guests or not. If the Management Committee has to make repairs or replace items then the hirer is **personally** liable for the costs. This includes any special cleaning required after the event.
8. **Decorations** must not be attached by any means to the painted walls. Confetti is strictly forbidden as it stains the wood floor.
9. **The Hall Committee will not be responsible for any loss or damage** to property or possessions of the hirer or hirer's guests during their occupation of the premises, or for any loss to the hirer by reason of cancellation of a booking.
10. **THE CAR PARK IS DESIGNED FOR CARS ONLY. HGVs, PLAY BUSES & SIMILAR VEHICLES ARE PROHIBITED AS THEIR WEIGHT MAY DAMAGE PAVIERS & DRAINAGE.**
11. The premises must be **completely vacated by midnight**, and any **music must cease by 11.30 p.m.** The premises stand in a residential area and any annoyance to local residents must be avoided. **Failure to observe these instructions will jeopardise the return of your £50 deposit.**

HARTFORD VILLAGE HALL

Client responsibility list

- For the benefit of all users, agreed **letting times** must be strictly adhered to
- All areas of the building are **Strictly No Smoking** areas
- **Any accidents** to property or person must be reported within 24 hours followed by written confirmation as soon as possible
- **Loss of any key** must be reported to the Management Committee
- On no account must any extra keys be cut
- **All furniture and equipment** belongs exclusively to the Village Hall and must not be removed, without prior permission, under any circumstances.
- Any furniture must be carried, not pulled, across the floors
- Children are not allowed in the kitchen at any time.
- Any breakages or accidents should be listed in the **purple 'accident' book** in the kitchen drawer.
- It is recommended that hirers bring their own **first aid kit** to cover any accidents.
- Internal doors are for fire safety and must **not** be left wedged open
- **Users equipment must not be left** (or stored) on the premises without prior permission (Including household refuse)
- **No decorations** (banners, balloons, posters etc) may be attached to any walls, doors or any other surfaces in the premises without prior permission. Even then any resulting damage will be charged for.
- Internal passageways and exits **must not** be obstructed in any way
- **The car park** is designed for cars only. HGVs & similar vehicles are prohibited as their weight may damage paviers & drainage.
- **Parking:** local **No Parking** restrictions will be strictly enforced by the local police. Please do not block the front door of the **King of the Belgians** pub. This may block access for emergency services.

At all times consideration must be given to local residents i.e. No loud music, noise or disturbance or inconsiderate parking. Failure to observe these instructions especially anti-social behavior in the street or exceeding the agreed hire period will jepodise the return of your £50 deposit so please ensure your guests understand this.