

### Terms of hire for Guilsborough Village Hall in brief

- Complete booking form and return with full payment at time of confirmation.
- All Hirers must hire for themselves, not on behalf of a third party or for teenage unsupervised party and be over 21 at time of booking. They must be on the premises for duration of the booking.
- Hall may only be used for equal to or less than the maximum capacity of the Hall, which is for 135 people.
- The Hall can only be used for what has been booked on the form.
- Person booking is responsible for supervision of the event.
- Any breakages or damage will be invoiced to the Hirer.
- Collect keys from the key safe(s) and return at end of hire.
- Check all doors are closed and locked as you leave.
- You must inform the Committee/booking secretary immediately if the Hall is not in a suitable condition when you arrive. Contact numbers are in the display board outside, in the lobby and in the Hall handbook in the kitchen.
- Tidy and clean Hall, car park and access road before leaving. If you fail to leave the Hall, car park or access road in a reasonably clean condition, there will be an additional charge of £25 per hour for cleaning, including time spent by any volunteer.
- Check as you leave all electrical equipment (excluding Burko – water heater) and taps are turned off.
- Remove all rubbish at the end of the booking. There are black and recycling bins on the left-hand side of the building.
- Do not stick items to the walls with Sellotape.
- Make yourself aware of safety exits and do not block. Ensure everyone attending your event knows the fire exits, particularly the step free exit via the back doors. The meeting point is on the village green.
- If you intend to serve alcohol and guests are to pay for it , even if this is within an 'inclusive ticket' – obtain license – see booking form.
- Arrive and leave respecting the residents close to the Hall.
- Use car park at the rear of the Hall. If you require more parking in the village, please ensure that everyone parks responsibly and not on any grass areas of the greens.

- Alcohol must not be served to underage persons.
- No drug use.
- Use heating sensibly – the system warms the Halls up quickly.
- Do not contravene laws relating to gaming, betting & lotteries.
- No animals (except guide dogs) to be brought to the Hall.
- Smoking is only permitted in the designated area – outside the back entrance. Dispose of butts sensibly.
- Accidents must be reported, see contact list in the Hall.
- Insurance – it is up to the Hirer to ensure they have insurance where necessary.
- Bouncy castles may only be used in the Hall with the express written prior permission of the Village Hall. Special conditions apply in relation to suppliers and insurance, as their use is not covered by the Village Hall's own insurance.
- No explosives or flammable substances to be used at the Hall.
- If the Hirer is to prepare food on the premises, it is advisable to have someone in charge with a Food Hygiene Certificate.
- Please bring your own tea towels. Other cleaning equipment is provided.
- If the Hirer is bringing their own electrical equipment e.g. for a fitness class or band – they will need their own current PAT test.
- Please note we do not hold a Performing Rights License – you need to check if one is required for your use of the Hall.
- Any activities for children, young adults or vulnerable adults must have a relevant safeguarding policy.
- Children's parties must have a suitable ratio of adults to children for supervision.
- You must comply with our Health & Safety Policy.
- By completing the booking form, you are agreeing to our terms and conditions.
- The village Hall committee reserves the rights to cancel a booking if the Hall, for example if it is requested for Polling Station, the booking is likely to contravene licensing conditions, the Hall becomes unfit for use, emergency repair work needs to be done. A full refund will be issued.
- Do not use club or organisations' tea, coffee etc. They are not for general consumption.
- There are tablecloths available to use (at a cost) discuss at time of booking.