

Langar cum Barnstone Village Hall
Main Road
Barnstone
NG13 9JP

Hirer's Contract

- 1 The Hirer is deemed to have read and accepted the following Terms and Conditions.
- 2 At the time of booking, the Hirer shall confirm the times required for the unlocking and locking of the hall, allowing adequate time to set up and clear away. Charges for the hiring will be calculated accordingly, part hours being rounded up to the nearest whole hour.
The Hirer will receive a Hirer's Contract and Booking Form from the Booking Clerk. The Booking form to be returned to the Booking Clerk. Hire fees are payable in full in advance on receipt of an invoice.
- 3 On arrival at the premises, it is the responsibility of the hirer to check the following:
 - a) Position of emergency exits, (making sure they are unlocked),
 - b) siting of fire appliances,
 - c) all exit doors, passages and stairways are clear of obstruction,
 - d) that the emergency lighting is in order and that Exit signs are clearly visible.
- 4 Naked lights are not permitted other than tea lights in a suitable container .
- 5 A food hygiene certificate is recommended for all events open to the public for which food is prepared.
- 6 Indoor fireworks, French Chalk, and bubble machines are prohibited.
- 7 Hirers are responsible for First Aid provision for their event
- 8 Please ensure that, in the case of seated audiences, adequate gangways not less than 1 metre in width are provided and left free and unobstructed and so far as possible arranged opposite exit doors.
- 9 The maximum occupancy figure for the hall is 100
- 10 It is the responsibility of the Hirer that the maximum occupancy is not exceeded. Hirers who require a specific layout of hall furniture should inform the booking clerk at the time of booking or as soon as possible. Any furniture moved by the Hirer shall be returned to the normal position in the hall unless other arrangements are made with the Booking Clerk – see floor plan on wall in hall.
- 11 The Hirer shall be responsible for the conduct of all persons and the supervision by adults of children under 18 during the hire period.
- 12 The Hirer shall ensure no intoxicating drinks are sold within the hall without prior notice to the Booking Clerk. The Hirer will be responsible for ensuring that the appropriate Event Licence is in place prior to the event by contacting Rushcliffe Borough Council Licencing Department
- 13 In line with government legislation, from 1st July 2007, smoking is banned in all areas of the Village Hall building.
- 14 The Hirer will report any damage or breakages to the Caretaker immediately and undertake to make good any damage/loss to the hall's furniture, fixtures, equipment etc caused by virtue of the hire.
- 15 Noise levels shall be kept to a reasonable level.

- 16 The Hirer shall not use the hall for any purpose other than described on the booking form.
- 17 At the end of the hiring, the Hirer shall be responsible for leaving the premises in a clean and tidy condition ie
 - the floor should be swept
 - washing up done and cleared away
 - the outer doors are locked
 - heaters switched off
 - appliances unplugged
- 18 All rubbish created as a result of the hiring is the responsibility of the Hirer and must be cleared and taken away by the Hirer.
- 19 24 hours notice is required for cancellations, failure to notify the Booking Clerk will result in Hirer paying the full charge apart from in extenuating circumstances at the discretion of the Village Hall Committee.
- 20 The Committee accepts no responsibility for injury caused to any person using the hall during the period of the hire.
- 21 The Committee accepts no responsibility for the loss of or damage to any property of the Hirer or other persons whose property is left within the hall.
- 23 The dishwasher is available by request only, at the time of booking, when operating instructions will be provided.
- 24 An induction loop and WiFi are available in the hall

May 2018

All applications and communication in respect of the hire of Langar cum Barnstone Village Hall to be made to:

Tom McHarg

him@thomasmcharg.plus.com

01949 860384

Privacy notice

Langar cum Barnstone Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary'.