

## Sawley Village Hall

1<sup>st</sup> January 2012

### Conditions of Hire

- a) Sawley Village Hall is a non smoking venue
- b) The minimum hire for Sawley Village Hall is 2 hours
- c) Access to the hall will not normally be permitted before the time booked on the application. (Please advise any caterers etc.) Therefore, setting up and clearing up time needs to be booked in advance. Any exceptions to this need to be agreed in advance
- d) Sawley Village Hall accepts no liability for damage, loss, or injury to persons or property arising from the hiring of the hall.
- e) Hire of the main hall and committee room will include the use of the kitchen only for tea and coffee facilities. Use of the full range of kitchen equipment will require a separate reservation.
- f) The individual/ group hiring the hall will receive the key for the front door or given access by a committee member
- g) Sawley Village Hall has the facility to sell or serve alcohol on the premises. Sawley Village Hall operates a bar under its own licence. Normally events would conclude at midnight, however any requests for an extension to the licence should be made to the Designated Premises Supervisor. The Designated Premise Officer has sole responsibility for accepting or denying permission for a licensed bar.
- h) It is an offence for the sale of alcohol that has not had the UK duty paid on it. Users of the hall can only bring their own alcohol onto the premises by prior arrangement and this alcohol must not be sold. A £1 per bottle corkage charge will be made where parties hiring the hall wish to bring their own alcohol.
- i) No alcohol or valuables should be stored on the premises overnight, without prior permission. Should permission be granted any items stored overnight will be at the hirers own risk
- j) The hirer will, during the period of the hiring, be responsible for the supervision of the premises and the behaviour of persons using the premises.
- k) Hirers are expected to take all reasonable measures to ensure that guests leave promptly and quietly and avoid nuisance to local residents
- l) The Sawley Village Hall committee will not be able to set out tables and chairs etc unless by prior arrangement. We would ask all hirers using these facilities, to follow the guidance given (signs within the hall) when taking tables and chairs out and putting them away, to ensure no damage is done to the furniture. Chairs and tables should be cleaned and stacked in the storage areas provided.

- m) We suggest that all individuals hiring the hall take time to read through the welcome manual stored in the kitchen. This gives detailed information about light switches, setting out, putting away furniture etc.
- n) The hall should be vacated by midnight unless prior arrangements have been agreed by the Designated Premises Supervisor and the Booking Officer.
- o) Any booking having amplified music is required to ensure that the noise is limited to avoid nuisance to residents in nearby properties
- p) Emergency exit doors should not be used for general entry to the hall and at no time should anything be left blocking these entrances whilst the hall is in use
- q) All rubbish should be bagged and put in the bins provided. Please note that bottles should only be put in the bottle bank between 8am and 8pm, in order to minimise the noise for nearby neighbours.
- r) The hirer shall pay Sawley Village Hall for the cost of any damages to the premises, the fabric or contents, howsoever caused during the period of hire.

Name of Hirer \_\_\_\_\_

Signature of Hirer \_\_\_\_\_

Signature of Booking Officer \_\_\_\_\_

Deposit paid £ \_\_\_\_\_

Hall Officers

Martin Kirbitson	Chairman	01765 620318
Christine Dent	Vice Chairman	01765 620208
Mike Mason	Hon Secy	01765 620691
Geoff Duff	Booking Officer	01765 620328
	Designated Premises Supervisor	
Jim, Wigginton	Hon Treasurer	