

GREAT ELM VILLAGE HALL MANAGEMENT COMMITTEE

Conditions of Hire

Hirers must be present during the whole period of the hire period

THE PERSON OR ORGANISATION NAMED ON THE BOOKING FORM

A. Is responsible for:

1. Obtaining T.E.N. from Mendip District Council (if alcohol is sold);
2. Ensuring that all activities are wholly within the law.
3. Maintaining the Hall and its fixtures and fittings in good & clean order.
4. Safety and good conduct of everyone in and outside the building.
5. Observing the fire regulations; for example, hirer to be acquainted with fire fighting measures and to ensure specified means of escape are monitored and kept free of obstruction;
6. Leaving the Hall in a clean and tidy state, turning off all heaters & lights, ensuring all doors are locked and windows are closed/locked as appropriate and taking away rubbish & leftovers.
7. Cost of damage, however caused;
8. Ensuring noise (especially from discos) is kept to a reasonable level – *excessive noise is a statutory offence* and that the music stops at midnight.
9. In the case of parties/discos for young persons: ensure adequate adult supervision is present at all times.
10. If preparing, serving or selling food observe all the relevant food hygiene legislation and regulations.
11. Ensuring that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order and used in a safe manner. A residual current circuit breaker is provided at the main supply board., and the hirer must make use of it in the interests of public safety.
12. To be aware that there is no telephone in the hall; it is therefore recommended that Hirers have ready access to a mobile phone.
13. To be aware that the Hall is a NO Smoking venue.
14. Reporting all accidents promptly in the Accident Book (sited in kitchen window).

NOTE: First Aid instructions also available in kitchen window.

B. Must get prior approval for

1. Extensions to existing electrical fittings;
2. Decorations or any fly posters in the vicinity of the Hall.
3. Animals; guide dogs exempted, but no animal to enter kitchen.
4. Entering the Hall before or after the time booked;
5. Attaching anything to the building, internally or externally.
(Blu-Tack and Sellotape are expressly forbidden – damage to walls will incur a cost)

THE MANAGEMENT

A. Reserve the right to:

1. Refuse or cancel bookings;
2. Increase charges;
3. Recover cost of damage from deposits or otherwise;
4. Enter the hall at any time;

B. Is not liable for:

1. Theft or damage of personal property;
2. Failure of Mains Services affecting the hiring;
3. Expenses incurred by attendance at the Hall by Fire, Police or Ambulance.
4. Public liability cover for commercial hirers.