

Terms and Conditions of Hire

The event organiser is responsible for the entirety of the event and all third parties attending.

IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

THE HIRER will, during the period of the hiring, be present on the premises and be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behavior of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

THE HIRER shall read and understand the Emergency and Fire Safety Procedure which is posted in the foyer of the Village Hall and shall be the "person in charge" as stated in that procedure.

1. **Fire** – Before the commencement of the event, the organiser should make themselves aware of all fire escapes and extinguishers (as highlighted and signposted). Do not block passageways, or fire exit doors under any circumstances.

In the event of fire – It will be your responsibility to evacuate the hall and muster in the car park. Dial 999 and ask for the Fire Brigade. (The nearest call box is across the road on the A338 near the Pine Shop). It is important you stipulate that the hall is on the A338, Breamore, **Hants**.

2. **Smoking** – Is strictly prohibited inside these premises. Smokers may use only the allocated area in the porch way and deposit butts in the bin supplied.
All butts must be put out properly in the ashtrays and buckets provided. The organiser must clear all smoking debris after each event. The Hulse Hall Committee has the right to remove anyone who does not comply with this rule.
3. **Alcohol** – This property does not have a licence therefore it is strictly prohibited to sell alcohol on the Hulse Hall premises. No attendees under the age of 18 are permitted to consume alcohol on this property, or the event can be closed down by any member of the committee.
4. **Noise** – Music (**Disco or live band**) should be terminated by 23.00. The hall is to be vacated at 24.00. **Failure to do this will result in the retention of your deposit.** (Hirers are requested to keep doors and windows closed at the road side of the main hall).
5. **Safety** – It is the responsibility on the organiser to ensure all attendees leave the premises at the end of the function in a quiet and orderly manner.

6. **Cleanliness** – The Event Organiser is responsible for ensuring that all food and rubbish is taken home with them. The Hall is to be left in a clean and tidy state. **Please DO NOT remove used tea towels.**
7. **Food** – Organiser's/Caterers are requested take away **all** refuse, from the Village Hall premises at the end of the hire. All caterers must carry their own insurance. Any organiser's supplying/ preparing food must take full responsibility for the food provided to guests.
8. **Belongings** - Responsibility for personal property is solely the hirer's and no claim against the Village Hall Committee or its insurers will be accepted.
9. **Under-age** -All events with children under the age of 18 in attendance must have at least 4 responsible adults (over the age of 22) in attendance to act as event organiser.
10. **Provisional bookings** will be held open for a period of two weeks. **The full deposit (£50 separate cheque) and payment of the hall must be received prior to the event** in order to confirm bookings. The deposit will be returned unless the committee have cause to withhold it for any reasons detailed above.
11. The committee reserves the right to cancel a booking at any time. In this instance, any fee already paid by the hirer will be refundable, provided there are no outstanding costs.

Hirers must co-operate fully at all times with representatives of the Village Hall Committee.

12. Cars are left at owners risk whilst parked at the Village Hall.

Declaration:

I, the organiser of this Event, have read and agree to the Terms and Conditions of hiring the Hulse Hall. I take full responsibility for ensuring the rules and conditions for the Hulse Hall are abided by at all times during the event. I understand that the Hulse Hall Committee does not take any responsibility for any claim arising from the above named issues.

Signed (Event Organiser) Over 21

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