

TERMS AND CONDITIONS OF HIRE



1. No more than a 100 people are allowed in the Hall at any one time. 60 people seated is a recommended comfortable maximum.
2. There is WIFI but NO TELEPHONE. A mobile telephone is required at all times in case of an emergency.
3. At no time should Fire Exits be blocked or obstructed. The hirer is responsible for following the Fire and Evacuation Procedure.
4. The Village Hall is a non-smoking building.
5. It is extremely important that all users respect local residents with regard to noise levels from both the users of the Hall and any hired music. Strictly no music after 23.45 p.m. (Failure to keep noise levels down may jeopardise our Licence and future bookings of the Hall).
6. Unless the event is one where participants can 'bring your own alcohol' a licence number must be provided before the final booking can be confirmed. This will include both honesty bars and 'sales' using 'every raffle ticket wins a drink' system or anything similar. Please ensure there is no underage drinking. It is the hirer's responsibility to notify the Booking Secretary of the Licence Number.
7. Fireworks are not allowed.
8. No confetti are to be used inside or outside of the Hall.
9. Under all circumstances any damages or breakages should be reported immediately to the Manager. These will be paid for by the hirer.
10. NO Sellotape, Blue Tac or similar to be applied to the walls. This action will result in loss of deposit.
11. At the end of the event, please ensure the following: -
 - The Hall is thoroughly tidied and left as found, including the toilets.
 - All rubbish is emptied into the outside bin.
 - All tables are wiped, chairs and equipment returned to their original position.
 - All party decorations are removed at the end of the hire.
 - All lighting and any electrical appliances used are switched off.
 - All windows and doors are secured at the end of the hire.
12. It is the hirer's responsibility that any electrical equipment brought onto the premises complies with current safety standards, i.e. is P.A.T. tested.
13. The hirer is covered for up to £2M of Public Liability insurance under the Hall's policy.
- 14. Cancellation Policy**

Once the Booking Confirmation Form has been accepted and the £50 deposit paid, the Hall (or the part of the Hall) will not be hired out to any other user at that time without the prior agreement of the hirer unless it is needed as a Polling Station, as a Place of Safety in an emergency (e.g. a flood) or the Hall is unfit for hire.

Failure to pay the full hire fee by the due date may lead to a cancellation of the booking.

If you cancel your booking, the full deposit will be returned. For cancellations 21 Days or more beforehand, 75% of the hire fee is returned. Between 21 and 7 days, 50% is returned to you but, if you cancel less than 7 days before the booking date, you will be liable for the full hire charge.

Thank you for your co-operation.

Whitchurch on Thames Village Hall Management Committee