

Mountnessing Village Hall Booking Regulations and Conditions

1. All hirers must be over 25 years of age.
2. The Hall will be let and hired in accordance with the scale of charges, which is fixed from time to time by the Committee and which is available from the Booking Secretary.
3. The Committee reserves the right to refuse any application or cancel any letting without giving a reason.
4. A deposit of £20 must be paid to the Booking Secretary at the time of booking. The balance must be paid at least 2 weeks before the event.
5. Any decorations must be put up using the hooks provided. Blutac may be used if necessary, and all decorations belonging to the hirer must be removed at the end of the session or an additional charge will be levied.
6. Bouncy Castles are permitted in and outside of the hall but we do NOT accept any responsibility for accident or damage, so please ensure that suitable insurance cover is carried by your service provider.
7. Please ensure all parents know that the outside space is NOT enclosed and there is easy access to the road and car-parks, so parents need to keep a close eye on children whilst using the outside area.
8. No paint, chalk, crayon, pencil or any form of colouring matter may be applied to the floor, walls, ceiling or equipment belonging to or in the charge of the Committee
9. The fire equipment must not be moved or tampered with except in an emergency. **The penalty for misuse is £70 per extinguisher.**
10. All emergency exits must remain clear with unhampered access and secured only by the crash bars during the period of hire. The emergency lights will automatically come on in the event of a mains failure.
11. Any incident or accident needs to be written in the blue accident folder kept in the kitchen, and details should be emailed to the booking secretary.
12. All lights are to be switched off and the thermostat turned down the end of the session.
13. Hire of the hall includes the use of the crockery, oven, refrigerator, tea urn and kettle, but only by a competent adult with knowledge of food safety requirements. The kitchen and all kitchen equipment must be left in a clean condition and tidied away at the end of the session. All breakages will be charged for.
14. Hire also includes the use of the Village car park but no part of the playing field. **Under no circumstances are vehicles to be driven onto the playing field.** Outside BBQs are NOT permitted in the hall grounds or car park.
15. The heating and lighting installations are not to be tampered with. **In the event of a loss of power a reset switch is located in the kitchen to the right of the cupboard above and to the left of the hatch.** All electrical equipment brought into the hall by the hirer or hirer's agents for whatever purpose must be PAT tested. Power failure resulting when such equipment is in use shall be the responsibility of the hirer or their agent.
16. The foyer and entrance hall must be kept clear at all times.
17. For the purpose of complying with the conditions of the licence for stage plays, music and dancing, the name of at least one responsible person who will be present at the function must be notified to the Booking Secretary at least 14 days before the function.

18. When a bar is required, it is the duty of the applicant to ensure that the necessary licence is obtained from the Justices.
19. The Hall has a noise limiter installed. A warning light will be activated if the volume reaches the set level. If the warning is ignored then all power to equipment is automatically switched off for one minute. The hirer is NOT permitted to play music outside the hall.
20. Hall staff and Committee members are authorised to correct any hirer or person in the Hall as to its use, particularly as to the volume of music being played.
21. IT IS ILLEGAL TO SMOKE IN ANY PART OF THE HALL OR THE ENTRANCE AND EXIT AREAS. It is the hirer's responsibility to ensure compliance with the law.
22. On no account should confetti of any description be thrown in the Hall.
23. Guests are asked to leave the Hall quietly at the end of the session to avoid annoyance to neighbours.
24. Hire charges include cleaning, but the hirer is expected to sweep out and leave the hall tidy. All spills must be cleaned up immediately and any other trip hazards should be avoided. Brooms and the vacuum cleaner are to be found in the room opposite the main hall entrance. Any additional cleaning, outside the normal standard, will be deducted from the damages deposit.
25. Users can dispose of a reasonable amount of rubbish from their use of the hall in the large bin provided in the service area adjacent to the kitchen, but larger items such as cardboard boxes, packaging etc. needs to be taken away and disposed of personally.
26. The hirer shall not sublet or use the Hall for any unlawful purpose or in any unlawful way, nor do anything to the Hall, which shall endanger the same or any insurance policies in respect thereof.
27. The playing of ball games (other than table tennis and badminton) is prohibited inside the Hall
28. On no account is any of the equipment (chairs, crockery etc.) to be taken out of the Hall
29. In the event of the Hall or any part of it being rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
30. The Hall Committee shall not be liable for making good any loss or damage however arising, to the hirer's property or his/her guests' property in any part of the Hall or its surroundings. The surroundings include the whole of the property controlled by the Hall Committee.
31. The hirer shall return tables and chairs to their normal stacking positions as shown by the photographs. **Do not drag chairs or tables across the floor – trolleys are provided for this purpose.** Please ensure the trolley wheel locks are off before you attempt to move them. Banqueting chairs shall be stacked in piles of 10 so that they fit into the storeroom.
32. The bar must close at 11 p.m. Music must end at 11 p.m. The Hall must be vacated by 11.30 p.m. **All power points are switched off automatically at 11.30pm until 08.30am the following day.**
33. Any club or organisation hiring the Hall shall not sell tickets for a function to the general public, either at the door or prior to the event, without the prior permission of the Management Committee.
34. A responsible adult must supervise all persons under 18 years of age, but in any event these persons shall not be served with alcohol over the bar.
35. The Hall is designated an official emergency centre. In the event of it being needed in an emergency then hirers shall be required to leave the Hall.

36. The hirer shall be held responsible for any damage incurred during the hire period to the structure of the building or equipment belonging to or in the charge of the Committee. The hirer also agrees to pay the full cost of repairs for any damage so incurred. A damage deposit of £100 is to be paid with the balance of the booking fee. **The repayment of the damage deposit is normally made 7 days after the date of the hiring.**
37. The Committee reserves the right to employ a cleaner to reinstate the Hall to the required condition after a letting. The cost of such cleaning will be paid out of the damage deposit.
38. A copy of our privacy notice can be viewed on this website. ***By signing the application form you are agreeing to the terms of the privacy notice.***