

Mountnessing Village Hall

Terms and Conditions of Hire

1. All hirers shall be over 25 years of age.
2. The Hall will be let and hired in accordance with the Hall Hire Fees available on the website. Rates are usually reviewed annually from 1 May. Bookings past this date may be subject to variation.
3. The Hall reserves the right to refuse any application or cancel any letting without reason.
4. A deposit of £20 must be paid to the Booking Secretary at the time of booking this is refundable for 14 days, thereafter, is non-refundable. The remaining balance must be paid at least 6 weeks before the event.
5. Any decorations must be put up using the hooks provided. Non-marking fixings maybe used; these must be removed at the end of the hire.
6. Bouncy Castles are permitted in and outside of the hall; the Hall does not accept responsibility for accident or damage, so please ensure that suitable insurance cover is in place.
7. No paint, chalk, crayon, pencil or any form of colouring matter may be applied to the floor, walls, ceiling or equipment.
8. The fire equipment must not be moved or tampered with except in an emergency.
9. 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.
10. Incidents or accidents need to be written in the blue accident folder kept in the kitchen, and details shall be emailed to the booking secretary.
11. All lights are to be switched off and thermostat turned down to 14°C the end of the session.
12. Hire also includes the use of the crockery, cutlery, pots/pans, range cooker, refrigerator, dishwasher, microwave, tea urn and kettle. The kitchen and all kitchen equipment must be left in a clean condition and tidied away at the end of the session.
13. 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.
14. 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 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/entrance hall are a fire escape and must be kept clear at all times.

17. To comply 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 obtain any necessary licences.
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. Music is not permitted outside the hall.
20. The Hall shall correct any hirer or person in the Hall as to its use, particularly as to the volume of music being played.
21. The Hall is subject to the ban on smoking within enclosed spaces.
22. Confetti is not allowed in the hall, garden and car park.
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.
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 sub-let 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. The equipment (chairs, crockery etc.) shall not 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 Hall shall not be liable to the hirer for any resulting loss or damage whatsoever.
30. The Hall 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.
31. The hirer shall return tables and chairs to their normal stacking positions as shown by the photographs. Please 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 Hall.
34. A responsible adult must supervise all persons under 18 years of age.
35. Persons under the age of 18 shall not be served with alcohol over the bar.
36. 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.
37. The hirer shall be held responsible for any damage incurred during the hire period to the structure of the building or equipment belonging to the Hall. The hirer shall be responsible for 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.
38. The Hall reserves the right to employ a cleaner to reinstate the Hall to the required condition after a letting.
39. 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 home and disposed of personally.
40. A copy of our privacy notice can be viewed on the website. By signing the application form you are agreeing to the terms of the privacy notice.
41. The damage deposit shall be used to rectify/repair:
 - 41.1. Damage
 - 41.2. Markings
 - 41.3. Removing/repairing damage caused by fixings
 - 41.4. Unnecessary fire extinguishers usage
 - 41.5. Breakages
 - 41.6. Confetti
 - 41.7. Additional cleaning, outside the normal standard
 - 41.8. Any other cost the Hall considers caused by the hirer.
42. The term the Hall shall include the Management Committee, staff employed by the Committee and items belonging to, or in the charge of, the Committee.
43. The website address is <https://www.mountnessingvillagehall.com>