

**SYDLING ST NICHOLAS VILLAGE HALL
CONDITIONS OF HIRE**

1. The Hirer must be 18 years old or over and must be present at all times during the hiring.
2. For normal one-off events, a hire charge of up to £40 is to be paid in full at the time of booking and the balance to be paid 14 days after the event or following receipt of an invoice. For regular long-term hire, an arrangement can be made for an invoice to be sent after each event (or after several events, as agreed with the Booking Secretary). Deposits are non-refundable unless notice of cancellation is received at least four weeks before the hire date.
3. For major activities, ie Events, Party and Wedding Packages, a 50% deposit is required at the time of booking together with a £150 damage and cleaning deposit 6 weeks before the event. The 50% balance to be paid within 14 days of the event or on receipt of an invoice.
4. Deposits are non-refundable unless notice of cancellation is received four weeks before the hire date.
5. The Hirer shall be responsible for the supervision of the premises, eg contents and fabric, including the behaviour of guests, and shall not use the premises for any purpose other than that for which it was hired.
6. Sydling Village Hall does not currently hold a Premises Licence. This means that events such as music (live or recorded), dancing, drama or film showing must take place within the period 8am to 11pm.
7. If the Hirer wishes to **sell** alcohol at an event; then a Temporary Events Notice (TENS) can be arranged. Alternatively the hirer can obtain the TENS using the Dorset Council licencing webpage - Licensing Office - North Dorset, West Dorset, Weymouth and Portland (licensingteamb@dorsetcouncil.gov.uk).
8. In accordance with the Health Act of 2006 smoking is not allowed in the building.
9. Other than assistance dogs, dogs are not allowed on the premises (inside or outside).
10. In accordance with current fire regulations and our insurance conditions, the maximum capacity of the hall is 100 seated.
11. In accordance with current fire regulations and our insurance conditions no space heating appliances should be brought into the premises. Any other electrical appliances brought in and used shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
12. Because of the Hall's placement within the village, please be careful not to cause a nuisance to other persons or residents if arriving or leaving by car. Please ensure due consideration is taken not to cause a nuisance to other persons or residents. Please park cars responsibly.
13. The hirer should carry out a fire and risk assessment appropriate for the event. The hirer should ensure that all escape routes are kept clear of obstructions and that no fire doors are wedged open and the exit signs are illuminated. The hirer is responsible for the evacuation of the building.
14. Adjustment of the hall's heating should not be carried out by the hirer unless previously agreed.
15. No nails or drawing pins etc shall be used to affix posters or decorations to walls, doors, etc. If in doubt, eg when hanging drapes for a wedding reception, please discuss with the responsible Village Hall Trustee(s).
16. The Hirer is responsible for leaving the Village Hall in the same state of order and cleanliness as they found it. Should it be necessary to have the Hall cleaned or repaired, the Hirer shall reimburse the Village Hall Trustees for any costs incurred.
17. All rubbish (including bottles) to be taken away from the hall by the Hirer
18. At the end of the hire period, the separate Exit Checklist should be followed. Failure to adhere to this checklist may result in an additional charge being levied.
19. The Trustees of Sydling St Nicholas Village Hall reserve the right to refuse any booking.
20. The Trustees shall not accept liability from damage to or loss of property or personal injury not caused by their negligence
21. The Hirer must guarantee that prior to using the premises they are familiar with the

Health and Safety documents and current guidelines drawn up by the SVH Trustees which are stored in a location specified on the main entrance noticeboard or disclosed by the booking clerk.