

# SANDON VILLAGE HALL COMMITTEE OF MANAGEMENT

Woodhill Road. Sandon, Chelmsford, CM2 7SQ

Registered Charity No. 301389

[www.sandonvillagehall.webs.com](http://www.sandonvillagehall.webs.com)

## CONDITIONS OF HIRE

**In these conditions the Committee of Management is referred to as "the Owners" and persons hiring the above premises are referred to as "the Hirers".**

1. Persons wishing to hire Sandon Village Hall shall complete the appropriate application form. No application will be accepted more than 12 months in advance of the date of the booking. Provisional bookings cannot be held for more than 14 days pending return of the completed application form and deposit. The Owners reserve the right to decline any application. Persons wishing to hire the premises must be over the age of 18 years.
2. The application must be accompanied by a **damages/cleaning deposit cheque for £100 to £300. This must be 4 to 6 weeks before the hire date.**  
**The damages/cleaning cheque will be banked and a replacement cheque returned after hall inspection.**

**The full hire fee must be paid ONE MONTH BEFORE the hire date.**

The **damages/cleaning deposit** will be returned if the application is declined. In the event of the hire being cancelled by the Hirers after acceptance 30% of the deposit will be charged as a cancellation fee.. The deposit will only be refunded at the discretion of the booking clerk.

3. The Hirers shall accept full responsibility for the preservation of good and orderly conduct during the period of the hiring. They shall bear the cost of making good any damage or loss for which they may be held responsible, such damage or loss having occurred to the premises and/or its contents during the period of hire, or incidental thereto.  
**At NO time is the hall to be left unlocked and unattended.**  
**The hiring may not be assigned or transferred to any other person or persons.**  
**Hire for profit (ie ticket events) is not allowed except with the Owners permission.**  
**There is NO PAY TELEPHONE at the Hall.**
4. The Hirers shall indemnify the Owners in respect of all claims arising out of the use of the hall.
5. The Hirers shall be responsible for obtaining a temporary event notice, (TEN), from the City Council if it is proposed to sell alcoholic beverages for consumption on the premises. No such drinks shall be sold or served after 11.15 p.m. Hall must be vacated **QUIETLY by 11.45 p.m.**

All hirers who wish to use outside services during the hire ie live bands, discos, children's entertainers, bouncy castles/soft play equipment, caterers etc must complete a separate form at least 14 days prior to the hire, giving details of the service to be used and that they have their own liability insurance

6. **FOR ALL HIRERS A HALL EXIT CHECKLIST is available on the website. Copies also in the Hall Kitchen.**

Please ensure all tables are CLEANED and replaced and all chairs used are stacked 7 high only.  
Hall curtains (including stage) to be undrawn. Kitchen and hatch doors to be left open.  
A small amount of rubbish can be placed in the bins outside the hall.

Brooms can be found in the Broom Cupboard in the rear room.

Hirers must remove all personal property at the end of the hire.

Earlier access times will incur additional charges at our normal hourly rate.

Tables/chairs/hall layout is the responsibility of the hirer. Table storage trolley must NOT be removed from Main Hall.

Crockery shall be left clean and dry after use and replaced in the correct storage cupboards. Kitchen work surfaces must be left clean. Cooker and refrigerator, if used, **MUST BE TURNED OFF** at the end of the hire.

The emergency exits must be left **unobstructed** at all times and **CHECKED THEY ARE CLOSED** on leaving.

**So as not to invalidate the Hall insurance, if any exterior doors are not shut or locked after a hire, there will be a FINE OF £50.**

**THE HALL SHALL BE VACATED PROMPTLY AT THE END OF THE HIRING PERIOD AND LEFT CLEAN AND TIDY AS FOUND.**

**If hirers DO NOT adhere to the Exit Checklist they will be CHARGED.**

7. The Hirers are not permitted to attach any decorations or notices to the fabric of the hall except by the use of such hooks as are provided. The use of sprays such as "Fun Foam" etc. is forbidden. No decorations shall be hung from light fittings. No cello tape, drawing pins or blue-tac, fixings of any kind or notices is allowed except on notice boards provided.
8. No alterations or additions to the electrical or other equipment shall be made by the Hirers, except with the written consent of the Owners. It is the responsibility of the Hirers to ensure that any electrical equipment that they may connect to the supply will be compatible with the 13 amp sockets provided and, should this condition be ignored, the Owners will not be held responsible for resulting failure in supply. Light bulbs must not be removed from their sockets.

All portable equipment brought into the hall must hold a current PAT test certificate or written confirmation of safety testing.

9. The stage curtains and window curtains must be operated **ONLY** by use of the cord provided. **DO NOT allow anyone to swing on the curtains or pull on them**, the repairs are extremely expensive.
10. The maximum number of persons allowed to use the hall at any one time is limited to 150 standing. Maximum number seated is 120.
11. Cars are parked at the risk of their owners. There is limited hall parking outlined directly outside the entrance and kitchen doors. The Main car park is shared and NOT responsibility of the Owners.
12. The hirer to be responsible for First Aid.
13. Smoking is not permitted in any part of the building at any time.
- 14.. **A short Fire/Health and Safety Induction and viewing MUST be carried out with each hirer before the hire period when an officer is available. Prior arrangements to be made with J.Fisher - 01245 475976.**

#### **ADDITIONAL INFORMATION FOR HIRERS**

##### **Public Liability Insurance**

If you are a regular hirer using the hall for exercise classes, community and youth group meetings etc, it is expected that you will have your own Public Liability Insurance

If you are using any outside contractors at your event ie entertainers, bouncy castle, caterers etc they must have their own Public Liability Insurance and it is your responsibility to check they have this cover.

##### **Portable Appliance Testing**

The Owners draw attention to the fact that any electrical equipment brought into the hall for use should have a current PAT Certificate. This includes disco equipment, microwave ovens, kettles and any equipment from your home.

You will be required to sign a **NOTICE OF DISCLAIMER** to ensure that you, as the Hirer, take full responsibility for any appliances that you may bring to use in the hall.

It is the responsibility of you, the Hirer, to obtain a copy of the PAT Certificate for any equipment your contractor intends to use and forward it to the Owners at least 14 days prior to the hire.