

Hambledon Village Hall (Hampshire)

Conditions of Hire

Important: if you make a booking online, it will be acknowledged by email within a few days. Please ensure you check your Junk mail for our reply.

General Booking information.

- ⤴ **Ensure you book** enough time for setting and clearing up. Please do not arrive or leave outside this designated time. You may contact the Bookings Secretary for changes or special requests.
- ⤴ **To consider** our neighbours, all music should be off by 11.30pm and the hall vacated by midnight
- ⤴ **For parties, dances, and other one-off events, we will require**
 - a) **a detailed Booking Form**, which will be sent to you on receipt of your booking request. (send no money) Your invoice for payment and deposit will be sent on receipt of the completed booking form
 - b) **a Deposit** which should be paid within 21 days of receipt of your invoice. This will continue to hold your booking. The Deposit will be returned following the event on confirmation that the premises were left clean and in good order.
 - c) **Full Payment no later than 14 days** before the event. This will confirm your booking.
 - d) **Hirers and other responsible adults may be required to meet** with a member of the committee at the hall before a booking is confirmed.
- ⤴ **Late Cancellation:** 50% of your payment will be returned for cancellations made within less than 10 days of your event.
- ⤴ **It is essential** that you let the Bookings Secretary know as soon as possible whether or not you will be selling alcohol. If you are, **you may need to apply for a Temporary Events Notice "TENS"** from the council. The Bookings Secretary will advise.
- ⤴ **Hirers will be liable** for the cost of repair or replacement for damage to the fabric of the building found at the end of a booking.

Supervision

- **The Hirer is responsible** for the supervision of the premises and the behaviour of all persons present.
- ⤴ **There must be at least three named responsible adults** present, over the age of 25, for all events:
 - a) finishing after 9.30pm
 - b) where alcohol will be provided or sold.
- **Public access** to the play area must be kept free.
- **Hirers are responsible** for checking and tidying the grounds and swings etc. after the event

Keys

- ⤴ **You can collect the key** for the hall from the village shop – "The Peoples Market" (please check opening times on 02392 633965). Drop it back through the shop's letterbox when you leave the hall. Do not collect it too far in advance as it will be needed by other hirers
- ⤴ **Switch off** all appliances and lights as you leave. Check that **all doors are locked.**

Cleaning

- ⤴ **Please ensure that the hall is left clean** and tidy (**see Handy Hints**) and that rubbish is separated and put in the large bins at the side of the hall car, **taking away any which do not fit.**
- ⤴ **You may make** a separate arrangement well in advance with **Margaret Stiller on 02392 633885** with regard to final cleaning.
- ⤴ **Wipe up spillages ASAP to protect our wooden floor.**
- ⤴ **Please let the Bookings Secretary** know of any damage, accidental or other following event.

Alterations & Fixing

- **Decorations may** be fixed to existing hooks and nails provided and where no damage will be caused.
- **Hirers are welcome to discuss** requirements with the Bookings Secretary.
- **Hirers may not** use drawing pins or Blu-Tac which will damage any walls or **visible** woodwork (including Notice board frames)

Health and Safety

- **Organisers of large events** and those involving the public, children, young people or vulnerable adults should read the Village Hall Policies and Risk Assessments in the Business Plan, which is available from our website.
- **Clubs, Societies and other hirers** should ensure the safeguarding of children and vulnerable adults with provision of checks where required.
- **All public events must** have a designated **Fire Officer** who **must** be conversant with his/her duties as stated on the notice on the main notice board and on the website.

All Hirers

To minimise injury to themselves or others, we ask hirers to adopt a common-sense and responsible attitude to Health and Safety.

The First Aid box can be found in the kitchen by the Microwave. Please advise if any items need to be replaced.

In particular Hirers should:

- **Ensure Fire exits** and doors are not obstructed
- **Be aware of escape routes** and the need to evacuate the building before attempting to use fire equipment.
- **Close Fire doors** to prevent spread.
- **Never place tables or chairs** against the heaters.
- **Use the trolley** to move stacks of chairs.
- **Take precautions** to minimise general risks of trips, falls, scalds, cuts etc.
- **Take care** when using step ladders
- **Never use** the Scaffold Tower without permission and training.

Thank you

We hope you enjoy your event and will visit our hall again.

Hambledon Village Hall Management Committee

www.hambledonhantsvillagehall.weebly.com