



Langwith Parish Council



Whaley Thorns & Langwith Village Hall, Portland Road, Langwith, Mansfield, NG20 9EZ
Telephone/Facsimile: 01623 746498, langwithparishcouncil@gmail.com

Whaley Thorns & Langwith Village Hall Terms and Conditions of Hire

• BOOKINGS

1. In order to confirm the booking, the hirer must complete and return the booking form and bond of £100 to the Parish Council office.
2. The balance must be paid at least 14 days before the date of the letting. Please make cheques payable to Scarcliffe Parish Council.
3. The bond of £100 per booking will be taken and **refunded** when it has been confirmed **no** damage or loss has been caused to the premises.
4. Any cancellations must be notified in writing. A charge will be made for any booking not cancelled at least two weeks in advance.
5. The Council reserves the right to cancel bookings for unforeseen circumstances such as electricity failure or staff unavailability and at the request of the Returning Officer.
6. The Hall holds a Performing Rights Society licence for the performance of copyright music.
7. The Hirer must not use the premises for any purpose other than described in the Conditions of Hire.
8. The hirer agrees to not exceed the maximum number of people permitted per room as stated below;

MAIN HALL	100 Capacity (seated)
MEETING ROOM	25 Capacity (seated)
COMPUTER SUITE	9 Capacity (seated)

• GENERAL

9. The hirer is required to leave the premises in the state of cleanliness in which they found them. Failure to comply with this request may result in the hirer losing the £100 bond.
10. The Village Hall equipment including crockery may be used; all breakages must be reported to the Community Centre Management Committee and paid for by the hirer.
11. All crockery must be washed, dried and stored away as found before your group leaves.
12. The hirer is responsible for any damage done to the Village Hall by their guests or by themselves, any damage must be reported to the Community Centre Management Committee and paid for by the hirer (the Community Centre Management Committee reserves the right to appoint a contractor to repair the said damage).
13. All rubbish should be placed in the bins provided, any addition rubbish placed in black bags provided and left in the kitchen area.
14. No children under 16 should be allowed into the kitchen area.

THE COUNCIL ACCEPTS NO RESPONSIBILITY FOR PERSONAL ITEMS OR THOSE BELONGING TO YOUR ORGANISATION. THEY ARE NOT COVERED BY THE COUNCIL'S INSURANCE.

• BAR FACILITIES

15. Bar facilities must be booked at the time of room hire and is subject to availability.

- 16. The hirer, guests or the caterer may not bring alcohol onto the premises. The hirer may gain prior permission from the Community Centre Management Committee to bring wine or sherry for use in their toast.
- 17. The bar closes at 11pm. Guests, the hirer and caterers must have left the premises by 11.30pm and the Village Hall will be locked for the night at 11.45pm. No music allowed after 11.15pm.

- **OUTSIDE CATERERS**

- 18. Outside caterers must hold a Basic Food Hygiene Certificate and their own Public liability insurance, the hirer is responsible for ensuring that they do so.
- 19. The Community Centre Management Committee is not responsible for any food brought onto the premises or prepared by outside caterers.

- **FIRE REGULATIONS/HEALTH & SAFETY**

- 20. At the beginning of each period of hire you must draw to the attention of all guests the position of exit doors, the assembly point in the car park and the Fire Evacuation procedures as advised by the Derbyshire Fire Service.
- 21. You should ensure that the use of a mobile telephone is available for emergency use as there is no land line.
- 22. If the fire alarm sounds, initiate the evacuation of the building to the assembly point (Village Hall Car Park). Do not stop for coats and other belongings, and do not carry drinks out with you. In the absence of a caretaker, phone the Fire Brigade.
- 23. On the discovery of a fire, operate the nearest break glass fire alarm call point and initiate the evacuation of the building to the assembly point (Village Hall Car Park).
- 24. You should not return to the building after an emergency evacuation has taken place until the person in charge has notified you it is safe to do so.
- 25. Hirers own electrical equipment must not be used unless a qualified electrician has completed an annual portable appliance test (PAT Test) and evidence of this is given to the Community Centre Management Committee.
- 26. Please note that, in accordance with the law, there is no smoking allowed within the Village Hall or gardens. The hirer will be responsible for ensuring that the No Smoking rules are adhered to, any fines incurred as a result of noncompliance will be passed to the hirer.
- 27. The first aid box is located in the Kitchen area of the Village Hall.
- 28. The hirer will be responsible for ensuring that the noise levels are within Environmental Health guidelines i.e. “noise shall not emanate from the premises such as to cause people in the neighbourhood to be unreasonably disturbed” and also ensure that guests leave the premises in a quiet and orderly manner, respecting the neighbours. Failure to comply with these conditions could result in the forfeit of the deposit.

DECLARATION

I ACCEPT ALL TERMS AND CONDITIONS AS DETAILED ABOVE.

HIRER

PRINT: _____

SIGNED: _____

DATE: _____