

## THELNETHAM VILLAGE HALL Terms and Conditions of Hire Part 1

Cost of hire	Thelnetham residents	£10 an hour
	Non residents	£12 an hour
	Businesses	£15 an hour
	Deposit - £30 to be returned after booking	
	Separate rates may be available for regular hirers	
Minimum booking time- 2 hours		

The deposit must be paid at time of booking and is refundable after full inspection of the premises for breakages/damage etc. Cancellations made by the hirer will forfeit the deposit unless made within 48 hours of the event.

The Village Hall Management Committee reserves the right to right to cancel your booking in extenuating circumstances such as elections and funerals but we will give you as much notice as possible should this occur. They also reserve the right to refuse hire, right of entry to the hall is reserved to the Management Committee.

Hirers must not sub-let the hall or any part thereof. **The hirer is at all times responsible for the maintenance of good order during functions** and for injury to persons or animals caused by or in consequence of any act or omission on the part of the hirer and its agents. Accidents, injuries or near miss events must be recorded in the accident book (found in first aid box)

Hirers who wish to sell alcohol or play music at a public event need to apply for a Temporary Event Notice from Suffolk Local Authority and indicate this on the booking form.

Hirers must show due consideration to neighbouring residential properties. Music must be kept to a reasonable volume and must cease no later than the agreed finishing time of the function.

**Fire and health and safety regulations must be adhered to at all times.** Hirers please note that there are plans displayed in the hall showing the fire exits and the positioning of fire extinguishers together with notices of actions to be taken in the event of discovering a fire.

Maximum permitted number of persons	Seated at tables	60
	Closely seated audience	100

Under no circumstances will the Committee accept any responsibility for the loss of , or damage to, any car or vehicle which in connection with a function may be brought to or left within the precinct of the building..

**Candles, lanterns and fireworks may not be used on the premises without the express permission of the Management Committee.**

## THELNETHAM VILLAGE HALL Terms and Conditions of Hire Part 2

AT THE END OF THE HIRE PERIOD IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT:

1 The main hall floor is swept and wiped over where necessary but only with a damp cloth/mop (please note that the use of excessive water on the wooden floor will damage the surface).

2 The chairs are stacked at the far end of the hall. **Chairs must not be stacked more than six high.**

3 The tables are wiped clean and the large tables are stacked in the area in the gents toilet and the smaller tables are stacked against the wall in the hall.

4 The kitchen floor is swept and wiped over as necessary and the sink, cooker, microwave and all working surfaces are also wiped over and left completely clean. All glasses, chinaware and cutlery etc to be washed-up, dried, and put away. (May be left in dishwasher if necessary) The electrical appliances in the kitchen are of standard domestic design and can, with care, be safely used by adults. **The kitchen blind must not be lowered when the cooker is operational.** Only children who are supervised are allowed in the kitchen.

5 The gents, ladies and disabled toilets are left in a clean and fit state.

6 All lights are switched off and windows closed.

7 All rubbish is cleared away both inside and outside the building and the rubbish placed in the appropriate rubbish bins outside the hall. All empty bottles to be taken to the bottle bank in Hopton Village Hall car park.

8 Upon leaving the building ensure the heating thermostat is set on 10 degrees.

9 On completion of the hire period the hall key is returned to the Booking Secretary as agreed at time of booking no later than one hour after the end of the hiring period . It is the responsibility of the hirer to ensure the keys are held securely at all times

10 ANY DAMAGE CAUSED BY THE HIRER TO THE HALL OR ITS CONTENTS IS REPORTED IMMEDIATELY TO THE BOOKING SECRETARY. **THE HIRER WILL BE RESPONSIBLE FOR RE-IMBURSING THE HALL FOR THAT DAMAGE.**