

## CONDITIONS OF HIRE

Hirers of the Hall must be over 18 years of age, a minimum of two responsible adults must be in attendance throughout the period of hire and the Hall may not be sub-let during that period.

To hire the Hall contact the Bookings Clerk, Caroline Randell, [caroline.randell@hotmail.co.uk](mailto:caroline.randell@hotmail.co.uk) or 07528 149835

### During the period of hire

1. The hall is available for hire between 8am and 11.30pm only. Only the hirer and/or helpers may be present between 11.30pm and midnight for the purposes of clearing up and cleaning.
2. The named person on the booking form is the hirer and as such is responsible for the hall and its contents. The hirer should take reasonable steps to ensure the minimum of disturbance to residents living nearby on arrival, during the event and on departure.
3. Cars must be parked in the car park.
4. Nothing may be brought into the hall which is either flammable, dangerous or illegal.
5. No smoking is allowed anywhere inside the village hall building.
6. No Animals. The hirer shall ensure that no animals are brought on to the premises unless it is a guide or other assistance dog which is legally allowed entry pursuant to the provisions of the Equality Act 2010.
7. The following activities are not permitted as part of your hire: sale of alcohol, gaming, betting or lottery and any raffles must be drawn during the event.
8. The fire safety notice dictates the maximum number of people who can attend an event. This can be found on the village hall internal notice board or at <https://corpustyandsaxthorpevillagehall.org.uk> under "Booking".
9. Any damage done to the hall or its contents must be reported to a member of the hall committee.
10. The grounds belonging to the village hall are maintained to a good standard and inspected for potential risks regularly. However, hirers must take care and consider any potential risks if they are using the grounds.

### Safety Regulations

11. Prior to using the hall hirers must familiarise themselves with safety and fire notices on the hall notice board and must also make themselves aware of the locations of fire exits. Fire appliances should be kept in their designated places and not used for purposes other than firefighting (e.g. propping doors open)
12. Any accident involving personal injury must be entered in the Accident Book (kept in the kitchen).
13. Any electrical items brought onto the premises must be in good working order.

### Cancellation

14. Should a hirer have to cancel a hiring, repayment of the fee shall be at the discretion of the hall committee. Such conditions as lateness of cancellation will be taken into account.
15. Should a hiring be cancelled by the hall committee a full refund will be given. However, the hall committee can accept no liability for any consequential loss incurred by the hirer as a result of cancellation.

### Leaving the Premises

16. Please leave the hall **clean and tidy**, the **lights and heaters off**, (emergency lights will stay on), **the main radiator switch in the entrance hall off** and the **windows and doors closed and locked**. Failure to do so will incur the loss of your deposit. A Henry Hoover, mop, broom etc are kept in the large store cupboard off the main hall (chair cupboard).
17. Please leave the fridge and freezer empty and take all rubbish away with you.