

# STANPIT VILLAGE HALL

Charity no: 301783

**Welcome to Stanpit Village Hall.** Thank you for choosing our hall and we hope you enjoy using the facilities. As it is a public building and used by a variety of organisations we ask that you adhere by the conditions of hire which are in the interests of maintaining effective health and safety procedures. Please read them carefully....

## **Terms and Conditions of Hire**

**Safety – the hirer of the hall must make themselves familiar with the advertised fire regulations in the foyer.**

**Attendance Numbers** To comply with Fire Regulations numbers must be limited to –

Main Hall – Seated (tables) – 75

No tables/seats – 100

Committee rooms – 23 each

**Charges** Please see the web site for current charges. For one off bookings there is a non returnable minimum deposit of £10, a party deposit of a further £50 to be returned depending on the condition of the hall. Full payment is to be made at least 7 days before booked date.

Regular hirers will be billed monthly. A booking form to be completed quarterly.

Once booked the premises cannot be sublet or used for commercial purposes.

A full refund will be made in the event of the Committee having cause to cancel any booking due to circumstances beyond their control.

**Booking** Hirers must be over 18 years old. The hirer plus one other contact name and phone number are required. In the event of an under 18 function booking, this must be done by an adult 25+ and responsible adults MUST be in attendance.

**Premises** The hiring of the main hall includes the use of cloakrooms, stage area and kitchen.

The hirer must make arrangements for the monitoring of the cloakrooms. The committee do not accept any responsibility therefore, nor for the safe custody of any article deposited in them.

The 2 back rooms may be hired separately. The use of the small kitchen is reserved for the Maberley Room.

The caretaker will notify of the time allowed to enter the premises.

Evening bookings MUST vacate by 11.30pm.

**All rubbish must be removed by the hirer.**

No decorations or notices may be attached i.e. by pins or sticky tape, to the fabric of the premises. No extra lighting or alteration to existing lighting may be installed without permission of the committee. Any external electrical equipment brought into the hall MUST be PAT certified. All must be removed at the end of the booking.

All lost property found on the premises must be given to the caretaker.

Right of entry to the premises is reserved to the Officers of the Committee, the Caretaker, Police Officers, Officers of the Borough Council and members of the Fire Service at all times.

Roadside parking only.

**Furniture and Equipment** ALL hirers are responsible to set up beforehand and put away after their booking. Please stack chairs, at the back of the hall. Please LIFT and NOT DRAG chairs and tables over ANY OF THE FLOORS. Hirers are responsible for any damage caused and breakages of equipment. Please do not move furniture between rooms unless previously agreed with the caretaker.

**Hall Good Neighbour Policy** Please respect the Hall's neighbours.

Music must end by 11pm Monday to Saturday, 10.30pm on Sundays. Exception may be made for New Year.

Windows MUST be close by 9pm to minimise nuisance to the neighbours.

Please ensure all guests leave quietly. Neighbours must not be disturbed by amplified music.

The hirer shall not permit any drunken or disorderly person to remain upon any part of the premises.

***PTO for alcohol sales***