

## CONDITIONS OF HIRE.

The Person (and the Organisation if applicable) to whom the hall is let shall be responsible for:

- Payment of the hall hire fees
- Proper and orderly use of the hall
- The observation of any licensing regulations or other legal requirement governing use
- Leaving the hall in a clean and tidy state
- Ensuring that doors are locked, windows closed, and all lights and water heaters are turned off
- Obtaining the code for the keysafe from the booking secretary prior to hire and safe return of keys to the safe. Please make note of the key code on your booking form.
- Please note 18<sup>th</sup> birthday parties will only be accepted if parents/guardians are present.
- The Hirer shall be held responsible for any damage to the hall and its contents, or any breakages or loss, which must be reported to the booking secretary immediately after the letting. Please make payable a separate cheque for the damage deposit, this will be banked and we will refund the damage deposit less any charges incurred to replace or repair any damage to the hall or its contents once an inspection has taken place or within 14 days of the hire.
- The local council licencing law states that music must end at 11pm (unless a TENS has been obtained – the booking secretary must have a copy of this prior to the booking taking place). The hall, recreation ground and car park must be cleaned and vacated by 1230pm.
- If the hirer wishes to serve alcohol a £250 damage deposit is required.
  - Only authorised licensees can be used for the sale of alcoholic beverages in the hall and details of any occasional licence (TENS) must be provided at least one week prior to the booking taking place.
- The hirer may incur extra charges if the hall is not left in a clean and tidy state.
  - Cleaning equipment – broom, mop and bucket – can be found in the cupboard adjacent to the ladies' toilets.
  - All tables and chairs used in the main hall must be returned to the cupboards at the end of the hall; there should be no more than 5 tables left in the small committee room.
  - All rubbish must be disposed of either inside the outside bin or by being taken away. Charges for cleaning up bin bags that have been left by the bins will be taken from the damage deposit (as these get torn by animals overnight and spread).
  - Please inform the booking secretary if tablecloths need cleaning after use.
- SMOKING & THE USE OF E-CIGARETTES IS STRICTLY PROHIBITED IN THE HALL.
  - Users must not use smoke machines, or candles of any description.
- **The pre-school fenced play area –to the right of the building –is not to be used by hirers of the hall.**
  - The cost to repair any damage caused to the play equipment in the pre-school fenced play area will be claimed for directly by Horam Community Pre-school.
- NOTE: There is sufficient 'general use' crockery for around 50 people. **No cutlery, washing up liquid or tea towels are provided – please ensure you bring these with you.**
- We offer **Banqueting facilities** for special events to suit your requirements:
  - **One table, tablecloth and 8 chairs – additional £30**
  - **One Chair – additional £2.50**
  - **White matching crockery and cutlery for 104 place settings - additional £10.00****All of the above for 104 persons and all-day hire of hall and previous evening set-up £500.00**

- Car parking: Parking for 25 cars is provided in the main car park. If you anticipate requiring more parking please ask the Booking Secretary for the key code to the overflow car park. Cars must not be parked so as to cause an obstruction at the entrance to or exits from the hall. **Cars must not be park in area around the Scout Hut.** The Hall Management Committee shall not be responsible for the loss of, or damage to, any car or its contents.

#### GDPR Statement

Horam Village Hall uses personal data solely for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. CCTV is in operation on the outside of the building. Images are monitored and recorded for the purposes of crime prevention and public safety. This scheme is controlled by Horam Village Hall. If you would like to find out more about how we used your personal data or want to see a copy of information about you that we hold, please contact the hall secretary.

Booking Secretary: Mrs Angela Wood

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