

TERMS AND CONDITIONS OF HIRE

MILTON MALSOR VILLAGE HALL

Please contact a member of the Village Hall Management Committee (hereinafter referred to as VHMC) if you require clarification of any of the Terms and Conditions of Hire. Contact details are available on our website at www.miltonmalsor.info

1. The Hirer shall pay the hire charge in full at the time of booking confirmation, together with the required deposit. The deposit is £100 for bookings between Sunday & Thursdays, and Fridays & Saturdays when the booking ends before 7PM, and £150 for bookings ending at 7PM or later on Fridays and Saturdays. The deposit will be refunded provided there is no loss or damage to the hall, that the hall has been left in a clean and tidy condition, and that the duration of the hire has not exceeded the time booked. The refund of the deposit in whole or in part is at the discretion of the VHMC.
2. Cancellation or postponement of booking: Any damage deposit paid will be refunded in full. In addition, if more than 4 weeks' notice from the proposed date of hire is given, up to 100% of the hire charge will also be refunded. If between 2 & 4 weeks' notice is given, up to 50% of the hire charge will be refunded. However, regardless of the notice given, the VHMC reserve to right to withhold any or all of the hire charge as an administration fee, at their sole discretion. For less than 2 weeks' notice 0% of the hire charge will be refunded.
3. The maximum capacity of the hall is 90 people and no bookings can be made for more than this. It is the responsibility of the hirer to ensure that this limit is not exceeded at any time during the hire.
4. All hirers must be aged 18 or over and are responsible for ensuring the premises are used only for the purpose described in the Hire Application Form and may not sub-hire or allow the premises to be used for any unlawful purpose, or in any unlawful way.
5. The VHMC reserves the right to have access to the premises at any time. If the VHMC believe that the terms and conditions are in any way being breached, the right is reserved to terminate the event with immediate effect and no monies paid will be refunded.

6. The Hirer must be present at all times during the period of hire, and take responsibility for the supervision, behaviour and Health & Safety of all those attending the event. The Hirer is responsible for making guests aware of the emergency fire exits and evacuation routes, and to ensure the fire exits are not obstructed at any time. The Hirer must ensure vehicles parked in the car park do not obstruct the highway.

7. The Hirer is responsible for ensuring the premises and their contents are not damaged or misused, and shall indemnify the VHMC for the cost of any damage to the premises or their contents as the result of the hiring, which shall not be limited just to the damage deposit paid.

8. The Hirer is responsible for obtaining any licences that may be required in connection with the hiring, and if alcohol is to be sold or supplied on the premises, and / or if music or other forms of regulated entertainment are required, must obtain a Temporary Event Notice (TEN) from South Northamptonshire Council (01327- 322322). A copy of the TEN must be handed to the Booking Officer before the event. The Hirer must ensure the terms of the TEN are fully observed, together with regulations applicable to the premises stipulated by the Local Authority, Fire Authority, Local Magistrates, or other legally constituted body.

9. Setting up and clearing time for all bookings must be carried out within the period of hire. In addition, the hall must always be vacated by 11PM.

10. The Hirer is responsible for any equipment, including electrical equipment, brought onto the premises for the period of hire, is in good working order and used in a safe manner, and shall take responsibility for the insurance of such items. The VHMC does not take responsibility for the loss or damage to any goods, including equipment, clothing, jewellery, vehicles or their contents, or money, of the Hirer or the Hirer's guests during the period of hire.

11. If food is prepared or served during the hiring, the Hirer must ensure all relevant food hygiene and safety regulations are observed, Children under the age of 16 are not permitted in the Hall's kitchen unless supervised by an adult.

12. At the end of the hire, the Hirer is responsible for leaving the premises in a clean and tidy condition, ensuring floors are swept, tables and chairs are clean and returned to and stacked in their storage areas. Both the kitchen and kitchen equipment must be left clean.

13. All rubbish and bottles must be placed in the LARGE GREEN BIN or the black bin in the Village Hall Car Park.

14. At the end of the hire, the Hirer will ensure that all lights (except security lights) are turned off, that the building is properly secured, including closing all windows, closing and locking all doors, top and bottom where applicable, and the keys returned to the Combination Key Safe by the Entrance Door, the Booking Officer, or a nominated representative of the VHMC.

15. The VHMC reserves the right to inspect the Hall after the period of hire, and in the event that the premises are not in a clean and tidy condition, to withhold some or all of the Hirer's damage deposit.

16. The Hirer accepts that the VHMC has, in exceptional circumstances, the right to cancel any booking made without prior notice (e.g. the hall is required for use as a polling station), in which case the liability of the VHMC shall be limited to the return of all monies paid to the VHMC.

17. In the event that the Hall is rendered unfit for use in the opinion of the VHMC (e.g. flood, fire, etc.), the liability of the VHMC shall be limited to the return of all monies paid to the VHMC.

18. This version of the Terms & Conditions applies to all bookings and supersedes all previous versions

Effective date 1st January 2017