

BARTESTREE VILLAGE HALL

CONDITIONS OF HIRE

1. All sections of the Booking Form must be fully completed.
2. A deposit must be paid on booking, which may be partially or fully forfeit if there is any damage to the premises or surrounding areas. The Committee reserves the right to charge in full for the repair of any such damage.
3. Hire charges must be paid in full prior to the event. Payment must be made at least seven days prior to the event (or on booking if booking is less than seven days before the event) unless otherwise arranged in advance.
4. **All events shall cease by 12 midnight, with all users out of the premises by 12.30 am.**
5. No more than 250 persons shall be allowed on the premises, and this number shall include all organisers, committee members, stewards, staff, entertainers and guests etc.
6. The volume of any music or amplified sound shall be kept at a reasonable level to avoid disturbance to neighbours and shall be reduced on request by any committee member.
7. The Committee reserves the right to refuse any bookings or to vary any conditions, whether express or implied, at its discretion.
8. There shall be **NO SMOKING** anywhere on the premises.
9. Three stewards are to be appointed for all events and they must ensure that all Conditions of Hire and Health and Safety Instructions are strictly followed.
10. Following the introduction of the new licensing laws, If **ANY** alcohol is to be consumed on the premises the hirer **MUST** contact Sean Harrison, licensee of the Village Hall & Brewers Arms, Hereford to arrange this. Please ring Sean to arrange the bar (01432 851080 or mobile 07966 258926). No alcohol is to be privately provided. This is a mandatory requirement of the Booking if alcohol is served.
11. The premises shall be left in a clean and tidy condition and all chairs and tables returned to their storage cupboards. For health and safety reasons please ensure that chairs are not over stacked. **All rubbish is to be removed from the premises, unless previously agreed with the Booking Clerk. ANY rubbish left without prior arrangement will incur a £10 fee to be deducted from any deposit paid**
12. On leaving the premises, all lights must be switched off and all outside doors firmly closed and locked. The keys must be returned to the Booking Clerk as instructed. If you find you have taken items home by mistake (tea towels, kitchen) please return to the hall asap.
13. All vehicles are parked at owners risk.
14. No part of any grassed area forms part of the Village Hall, but is under the jurisdiction of Bartestree and Lugwardine Playing Fields Association. Therefore if any hirer of the hall wishes to also use any of the grassed area a separate application must be made to Bartestree and Lugwardine Playing Fields Association.
15. On entering and leaving the premises all vehicles must observe the speed limit of 10mph. If you are the last user the padlock on the gate must be locked.
16. Please enter and leave the premises as quietly as possible, particularly when leaving late at night to respect local residents.
17. The committee very much hopes that you enjoy hiring the hall and will book again. If you have any suggestions or complaints, please inform the Booking Clerk or any Committee member.
18. If you cancel your booking at short notice, the committee reserves the right to charge in part or in full if the hall is not relet. The definition of short notice shall be at the discretion of the committee who shall take full account of the reasons for the cancellation.

**For your own comfort and safety.
PLEASE RETAIN THESE INSTRUCTIONS**

Registered Charity No 520933