

SHENSTONE VILLAGE HALL CONDITIONS OF LETTING

1. All bookings must be accompanied by 25% deposit (non-returnable in the event of cancellation) and an official Booking Form. The balance to be paid seven days in advance of the reserved date.
2. At the time of payment of the balance, an additional levy of £100 (£200 for Saturday or Friday evening bookings) must be made. This will be returned after the event subject to the Hall, Car Park and the facilities being left in a clean and tidy condition as found.
3. Balance of Fee and Additional Levy can be made by cash, cheque made payable to Shenstone Village Hall M.C. or by direct bank transfer. The Village Hall bank details will be given on request.
The additional levy will be returned 5 working days after a full inspection of the hall and facilities.
4. **Hire of the Village Hall does not include use of the surrounding grass and playing field. The Hirer must check availability with the Playing Fields Association and make payment direct to them. No tables or chairs are to be taken outside of the premises.**
5. **The Village Hall stands in public open access space and therefore in accordance with legislation the setting off of fireworks (including sky lanterns) is strictly forbidden.**
6. **SALE OF ALCOHOL A Temporary Function Licence must be applied for from Lichfield District Council if it is intended to sell alcohol during the function. This condition applies even if the bartender holds his own licence. A copy of the licence must be supplied on payment of the balance due, and the original licence displayed during the function.**
7. Hall Bookings will not be accepted for parties celebrating birthdays between 12-21 years of age inclusive.
8. A copy of the Vulnerable Persons and Children's Policy can be seen on request.
9. The Hirer will be liable for any damage to the premises and contents including graffiti. Notice Boards must not be interfered with – no notices to be removed or added to.
10. **The use of Foam, Bubble or Smoke Generators, Party Poppers, Candles or BBQs or any other items or substances which could cause damage to the building in any way is strictly forbidden.**
11. The Hirer must provide sufficient responsible adult stewards, door and cloakroom attendants to ensure the safety and good behaviour of all persons using the premises.
12. The maximum number of people to be admitted for music, singing and dancing is 150. For a seated function the number is 120.
13. **Special conditions apply to licensed functions. The conditions of licence stipulate that all music, singing, dancing and drinking must cease not later than 12.00pm. The premises and car park must be cleared of personnel and vehicles in a quiet manner within 30 minutes.**
14. The Hirer is responsible for ensuring that all electrical equipment has been PAT tested. No electrical equipment that has not been tested is to be used on the premises.
15. The Committee will not be responsible for any damage to, or loss of property placed or left on the premises or the injuries to any person or persons using the premises or to any vehicles using the car park. It is the Hirer's responsibility to check the Public Liability Insurance held by any persons hired in connection with entertainment.
16. **Public Liability Insurance must be held by all profit making organisations. Phonographic Performance & Performing Rights Society Licences must be held in respect of profit making or fund raising events.**
17. **EMERGENCY EXITS** must be kept clear of all obstructions at all time, and must not be opened except in an emergency. Special dispensation for events will be considered by the Village Hall Trustees, after a risk assessment has been carried out, and with full approval of the Playing Field Committee.
18. No equipment stored in the Hall by regular users is to be used except with written permission.
19. Nails, screws and other fitting must not be driven into or fixed onto any part of the premises. Notices, posters and decorations must be secured by Blue Tack only and **under no circumstances should sellotape be used. No tape to be used on the Hall floor.**
20. **KITCHEN The Hirer must provide bin liners, tea towels and washing-up liquid when using the kitchen.** Kitchen equipment and facilities must be handled with care and attention. Spilled drinks to be cleaned up straight away. **Rubbish to be placed in the skip in the car park. If possible recycled rubbish separated and put in the appropriate bin in the car park. If use of the dishwasher is required instructions will be given. Incorrect use will incur an additional charge.**
21. One person must be assigned to be responsible for the safe exiting of any persons using a wheelchair in the event of an emergency.
22. Members of the Management Committee or other authorised persons must be allowed free access to the hall at all times.
23. The Management Committee reserve the right to refuse or cancel any booking without recourse on any compensation with the exception of the deposit refunded.
24. **The keys to be returned immediately at the end of the hire period, unless prior arrangements have been made.**