



LOWDHAM VILLAGE HALL

Conditions of Hiring

1. A non-refundable deposit of 50% shall be paid at the time of booking. **Full payment to be made one week before function.** An additional deposit of £50 to be paid as a holding fee in case of any damage caused. This will be refundable if facilities are left in a clean and tidy state and damage free.
2. The Hall is hired for a specific period and must be vacated by midnight. A surcharge of £25 per hour (or part hour) will be made if the Hall is not cleared at the agreed time. The hiring shall be strictly limited to the use for which the premises are booked and users shall use the premises so as not to cause annoyance or inconvenience to occupiers of adjoining properties and others.
3. **The hirer is responsible for setting out and putting away all the furniture required. Tables to be wiped before putting away back on the stage / small room. Chairs to be stacked and stored at the back of the stage/left and right hand side of the hall.**
4. The hirer will also be responsible for ensuring that no lights are left on, that all appliances are switched off and all doors (including emergency exits) are secure.
5. No nails, screws, drawing pins, etc. shall be used for any purpose (except on the Notice Boards).
6. Rubbish **must not** be left on, or outside, the premises except in the wheelie bins provided. **Bottles must be taken away by the hirer for recycling.**

7. The hirer shall be held responsible for the cost of any damage to the premises or contents. Any damage costs will be deducted from the £50 holding deposit.
8. The Committee and its officers and servants will not in any circumstance be responsible for injury to persons or damage, injury to, or loss of goods or property brought to the premises for exhibition, sale, or other purposes, or for goods or property brought to the premises for exhibition, sale, or other purposes, or for goods or property left in the premises including the cloakrooms, by the hirer or persons attending any meeting or function thereto and the hirer shall and hereby does indemnify the Committee and its officers and servants against any claims which may be made upon them in respect thereof.
9. The Committee reserves the right to refuse any applications for hiring, and to cancel existing bookings should they deem necessary, and shall NOT be called upon to state a reason for such refusal or cancellation.
10. The sale or consumption of alcohol will not be allowed without the previous written consent of the Committee under the terms of their responsibilities as Licensees. An additional fee of £24 will be made for a grant of permission. It is the responsibility of the hirer to comply with the Licensing Laws relating to the control and sale of alcohol and in particular no persons under 18 years of age shall be served or consume alcohol on the premises. No intoxicated person shall be admitted to the Hall.
11. There shall be no smoking / vaping on the premises.
12. The hirer shall take all reasonable precautions to see that patrons leave the building in a quiet orderly manner by the time agreed in the letting, and during events, ensure that noise levels are controlled so as to prevent nuisance to neighbouring properties.
13. **All lettings to finish by midnight except by special arrangement. All music must finish by 11.30 pm. Please note times for the permitted sale of alcohol as displayed.**
14. Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, games and lotteries, and the person or organization to whom the Hall is let shall be responsible for seeing that the requirements of the Betting, Gaming and Lotteries Act 1976 are strictly observed.

15. At dances and social occasions, where admission is not by invitation, responsible person(s) must man the door until finish time.
16. The Village Hall is licensed for music, entertainment and dancing issued by Newark & Sherwood District Council. Organizers should, however, ensure that they have permission for performances of copyright for dramatic productions. The address to which applications should be made is usually shown on the script.
17. Adequate supervision must be provided for all juvenile events held in the Hall, and steps taken by hirers to ensure that regulations for the protection of children from harm are complied with.
18. **After every function, the Hall and all rooms used, including the toilets, should be left in a fit and tidy state for the next user. If not, the £50 deposit will be retained.**
19. Fire Regulations. Maximum number of persons allowed:

Main Hall	360 standing 200 seated
Committee Room	30

Furniture to be arranged to leave a clear route to all exists.

Fire extinguishers are provided to the Hall for use in an emergency. Hirers will be held responsible for any damage to these appliances and the appropriate amount for cost of refilling or replacing these will be deducted from the additional deposit. **FIRE ACTION PROCEDURE ATTACHED.**

20. Please make sure **ALL PLUGS ARE UNPLUGGED** before leaving the building.
21. **The use of fireworks is strictly forbidden.**
22. Because of the danger of overloading the electrical circuit, no extra appliances must be brought in for use in the kitchen or for heating purposes. Any electrical equipment brought into the building for use at events must have current PAT certification.

23. Any equipment brought into the Hall for functions must be removed from the Hall the same evening, except in the case of Saturday Weddings when the Hall must be clean and clear by 12 noon on the Sunday.
24. Nothing shall be done or brought within the premises which, in the opinion of the Committee, will involve extra risk to the building or property of the Committee or increase the premium for fire insurance, unless specially sanctioned and then only on payment of such extra premium as may be required by the Insurers covering the risk.
25. All hirers should ensure that they have adequate third party insurance cover for the type of event being organized. The Committee may request evidence of this at time of booking.
26. The Committee operates an Equal Opportunities Policy.
27. **No naked flame or candles should be used.**
28. **The use of foam machines / water appliances is strictly forbidden.**
29. **No dogs allowed in the Hall except assistance dogs.**
30. The Village Hall uses personal data for the purposes of managing the Hall, its bookings and finances, running and marketing events at the Hall and its fundraising activities. Data may be retained for up to seven years for accounts purposes and for longer where required by the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold please contact the Booking Clerk.
31. Completed booking forms, including an application for the sale of alcohol, if applicable, should be sent to:

**Jacky Hoare
37 Ridge Hill
Lowdham
Notts
NG14 7EL**

Tel: (0115) 9663596 / 0775 8071403